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ABSTRACT

The ways in which individual school districts view and staff their business functions vary greatly. This document presents organizational charts and job descriptions of professional positions in the school-business office collected from school districts throughout the United States and Canada. Over 100 job descriptions from 50 school districts are included. The information can help administrators compare their school districts' job qualifications, job responsibilities, reporting hierarchy, and organizational structure with those of other districts. The descriptions are grouped by the following areas of responsibility: chief business administrator; business office; accounting, budgeting, and finance; facilities/buildings and grounds; data processing; food service; maintenance and operations; management-information services; purchasing/warehouse; and transportation. (LMI)

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ED 392 142

New The Job Description Handbook for the School Business Office

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The New Job Description Handbook

for the

School Business Office

The Association of School Business Officials International
Reston, Virginia

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Introduction

When it comes to creating job titles and writing job descriptions, school districts seem to relish being a little different from everyone else. Perhaps this is because school districts are not structured in identical ways, or a result of unique institutional histories, or due to the particular needs of the community and district. For whatever reasons, each district does, in fact, create its own way of viewing and staffing the business function.

In this, the second *Job Description Handbook*, readers will have at their disposal an entirely new set of job descriptions. Due to the popularity of the first edition and the fact of changing job roles and organizational structures, it was time to revise and publish this 1995 edition, *The New Job Description Handbook for the School Business Office*.

The New Job Description Handbook for the School Business Office presents organizational charts and job descriptions of professional positions in the school business office collected from school districts throughout the United States and Canada. They have been grouped by areas of responsibility and each one bears a code identifying the school district's enrollment and annual budget (see the code key on next page). Since job descriptions and organization charts may be considered confidential, names and addresses of districts were removed.

ASBO's goal in collecting and publishing these job descriptions is to give you a sense of what other districts are doing, and to provide a convenient storehouse of ideas you can turn to. This book will help you:

- Compare your district's required qualifications for selected positions against the qualifications of other, similarly sized districts.
- Compare the job responsibilities your district has assigned to selected positions against the responsibilities assigned by other districts.
- Compare your district's reporting hierarchy and overall organizational structure against all other districts.

One thing should become clear as you look through this book: the breadth and depth of responsibility of school business administrators is truly amazing. School business officials have direct responsibility for more school district functions than any other employee. And the areas for which they are responsible can have life and death ramifications for the financial health of the school district and for the employees and students who work and learn in the district's facilities.

Using This Handbook

This compilation of job descriptions is not meant to be a comprehensive catalog of all jobs in school business. Rather it is a resource for you, an idea book as you look at developing new job descriptions, updating current descriptions, or reorganizing your school district's business operations.

More than 100 job descriptions from 50 school districts in the United States and Canada are included here, along with organizational charts for the school district's business operations.

The handbook is broken into these areas:

- Chief Business Administrator
- Business Office
- Accounting, Budgeting and Finance
- Facilities/Buildings and Grounds
- Data Processing
- Food Service
- Maintenance and Operations
- Management Information Services
- Purchasing/Warehouse
- Transportation
- Other
- Organizational Charts

The list of Job Descriptions suggests the titles of the positions that are covered in each section of the handbook. Job descriptions have been placed within a section based on title. In some instances, there are cross-overs between sections. The person responsible for Maintenance and Operations may also be responsible for Transportation in some districts. Such positions were placed under the function listed first in the job title, e.g., Director of Maintenance and Operations and Transportation would be placed under Maintenance and Operations.

Job descriptions are arranged according to the level of the position, with the most senior positions within a school district listed first. For instance, the Director of Accounting descriptions are listed first, followed by Accounting Supervisors, Bookkeepers, etc.

Each job description is coded in the upper right hand corner with a number that corresponds to the size of the enrollment and budget of that school district. The key for these codes is shown below.

Remember that no one job description can serve as a model for all school districts. Responsibilities will vary according to the size for the district, the state or province it is located in as well as budget and enrollment.

Enrollment/Budget Key

Enrollment	Budget
A = Less than 2,000	1 = Less than $5 million
B = 2,000-2,999	2 = $5-$9.9 million
C = 3,000-3,999	3 = $10-$14.9 million
D = 4,000-4,999	4 = $15-$19.9 million
E = 5,000-5,999	5 = $20-$25 million
F = 6,000-9,999	6 = $25-$29.9 million
G = 10,000-19,999	7 = $30-$49.9 million
H = 20,000-50,000	8 = $50-$125 million
I = Over 50,000	9 = Over $125 million

Special Thanks

ASBO International wishes to thank the following school districts for their contributions to this book:

Alamogordo Public Schools, Alamogordo, NM
Alliance City Schools, Alliance, NE
Alpine School District, American Fork, UT
Avon Public Schools, Avon, CT
Beaumont Independent School District, Beaumont, TX
Central Regional Board of Education, Bayville, NJ
Chicago Ridge School District, Chicago, IL
Citrus Count School District, Inverness, FL
Coastesville Area School District, Coatesville, PA
Collier County Public Schools, Naples, FL
Crosby Independent School District, Crosby, TX
D.C. Everest School District, Schofield, WI
Davenport Community School District, Davenport, IA
District 77, Berkeley, IL
East Allen County Schools, New Haven, IN
East Baton Rouge Parish School System, Baton Rouge, LA
Fayette County Public Schools, Lexington, KY
Florida School for the Deaf and Blind, St. Augustine, FL
Frederick County Public Schools, Frederick, MD
Freehold Township Board of Education, Freehold, NJ
Glouchester Vocational School, Sewell, NJ
Gurnee Public Schools, Gurnee, IL
Halifax County-Bedford School District, Sackville, NS
Hamburg Central Schools, Hamburg, NY
Hanover School District 15, Steinbach, MB
Intermediate School District 742, St. Cloud, MN
Intermediate School District 877, Buffalo, MN
Intermediate School District 917, Rosemont, MN
Kyrene School District, Tempe, AZ
L'Anse Creuse Public Schools, Harrison Town, MI
Marion Independent School District, Marion, IA
Mehlville School District, St. Louis, MO
Montgomery County Schools, Rockville, MD
Newberg Public Schools, Newberg, OR
North East Independent School District 1, San Antonio, TX
Page Unified School District 8, Page, AZ
Poquoson City Public Schools, Poquoson, VA
Prosser School District 116, Prosser, WA
Rhineland School District 18, Altoona, MB
Ritenour School District, Overland, MO
School District of Elmbrook, Brookfield, WI
School District 16, Chaltham, NB
Sheboygan Area School District, Sheboygan, WI
South Kingstown School District, Wakefiled, RI
St. James School Board, Lutcher, LA
St. Louis Public Schools, St. Louis, MO
Tuscon Unified School District, Tuscon, AZ
Vermillion School District, Vermillion, SD
Watertown School District, Watertown, SD
Yorktown Central School District, Yorktown, NY

Guide to Contents

I. **Chief Business Administrator**
Business Manager ◆ District Business Manager ◆ Business and Operations Manager ◆ Assistant Superintendent for Business Affairs ◆ Business Manager/Director of Administrative Services ◆ Associate Superintendent for Business and Financial Service ◆ Assistant Superintendent for Business ◆ Superintendent ◆ Superintendent of Business and Treasurer ◆ Director of Financial Services and Board Treasurer

II. **Business Office**
Business Office Secretary ◆ Assistant Business Manager ◆ Secretary-Finance ◆ School Business Administrator ◆ Secretary to the Business Manager ◆ Assistant School Business Administrator/Assistant Board Secretary ◆ Director of Auxiliary Services

III. **Accounting, Budgeting and Finance**
Accounting Officer ◆ Controller ◆ Controller/Accounting Supervisor ◆ Accounting Supervisor ◆ Chief Accountant ◆ Supervisor of Payroll ◆ Fiscal Services Coordinator ◆ Accounts Payable Clerk ◆ Director of Accounting ◆ Supervisor of Management Services ◆ Comptroller ◆ Associate Director for Accounting and Payroll ◆ Director of Budget and Finance ◆ Controller of Computer Services and Finance

IV. **Facilities/Buildings and Grounds**
Director of Operations ◆ Supervisor of Building and Grounds ◆ Director of Building and Grounds ◆ Director of Facilities Planning ◆ Director of Facilities ◆ Director of Planning and Construction ◆ Superintendent of Planning and Plant

V. **Food Service**
Food Service Director ◆ Food Services Manager ◆ Director of Food Service ◆ Cook ◆ Dietician

VI. **Maintenance and Operations**
Plant Engineer ◆ Maintenance Supervisor ◆ Maintenance/Grounds Supervisor ◆ Operations and Maintenance Coordinator ◆ Administrative Director of Maintenance ◆ Director of Physical Plant Services ◆ Operations Supervisor ◆ Assistant Manager, Operations ◆ Coordinator of Preventive Maintenance ◆ Maintenance and Grounds Supervisor ◆ Safety Officer

VII. **Management Information Services**
Computer Operator/Programmer ◆ Data Processing Manager ◆ Systems Manager ◆ Director of Data Processing ◆ Data Processing Manager, Business Office ◆ Director of Administrative Computer Operations ◆ PC Support Specialist ◆ Director of DP Services ◆ Director, MIS ◆ Director of Data Processing/Management Information Systems

VIII. **Purchasing/Warehouse**
Purchasing Agent ◆ Warehouse Manager ◆ Director of Administrative Services for Instruction/ Warehouse ◆ Supervisor of Material Services ◆ Supervisor of Purchasing/Accounts Payable

IX. Transportation

Transportation Supervisor ◆ *Transportation Coordinator*

X. Other

Registered Professional Nurse ◆ *District Printer* ◆ *Benefits Coordinator* ◆ *Graphic Arts Supervisor* ◆ *Child Nutrition Program Director* ◆ *Risk Manager* ◆ *Grants Fiscal Officer* ◆ *Supervisor of Employee Benefits* ◆ *Coordinator of Recycling and Waste Management* ◆ *Director of Technology* ◆ *Specialist in Energy Management* ◆ *Director of Energy, Environment and Safety* ◆ *Benefits Management Specialist* ◆ *Executive Director of Personnel* ◆ *Director of Special Programs* ◆ *Health and Safety Officer* ◆ *Manager, Public Relations*

XI. Organization Charts

I.

Chief Business Administrator

TITLE: Business Manager

QUALIFICATIONS:
1. Bachelor's degree in education, business management, or accounting.
2. A minimum of four years of experience in one of the above fields, including at least one year of experience in a supervisory capacity.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES:
1. Business Office Personnel.
2. Maintenance Personnel.
3. School Food Services Personnel.

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Manages the district's insurance program.
2. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions.
3. Acts as payroll officer.
4. Supervises the collection, safekeeping, and distribution of all funds.
5. Purchases all supplies, materials, and equipment in keeping with the budget.
6. Supervises storage and distribution of supplies and equipment.
7. Supervises programs of plant maintenance and expansion.
8. Arranges for the internal auditing of school accounts.
9. Maintains an up-to-date inventory of school property.

10. Supervises all business office personnel.

11. Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his jurisdiction.

12. Acts as the budget control officer.

13. Submits a monthly statement to the Board detailing the status of each appropriation item.

14. Compiles necessary statistical data for the preparation of the fiscal budget.

15. Acts as advisor to the superintendent on the school budget and all other business and financial questions.

16. Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.

17. Completes applications for state and federal funds.

18. Furnishes bond in such form and amount as shall be determined from time to time by the Board, the cost of which will be assumed by the district.

19. Negotiates contracts involving special facilities and programs.

20. Provides an inservice training program for business office personnel.

21. Interprets the financial position of the district to the community at large.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

TITLE:

Business Manager

QUALIFICATIONS:

1. High School Diploma with five years financial and business manager experience OR College degree in Business and Accounting preferably two years experience
2. Ability to maintain financial records and fiscal accountability.
3. Ability to communicate effectively with staff and community in all written and oral communications.
4. Ability to utilize and operate computers and software.
5. Ability to manage time effectively.
6. Ability to maintain confidentiality at all times.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Administrative Office Staff and Building Secretarial Staff

JOB GOAL:

To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the management of the financial affairs of the schools.

2. Assist the Superintendent with budget development and long-range financial planning.

3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.

4. Supervise all accounting operations.

5. Manage the District's investment of idle funds. (If there is another person as Treasurer, to work with the Treasurer in the investment of District funds.)

6. Act as payroll officer for the District.

7. Supervise the collection, safekeeping and distribution of all funds.

8. Manage the District's insurance programs for both employees and property.

9. Assign duties to and supervise the work of the administrative office clerical staff.

10. Act as advisor to the superintendent on all questions relating to the business and financial affairs of the District.

11. Assist in recruiting, hiring, training, supervising, and evaluating all clerical and financial personnel.

12. Arrange for the internal auditing of school accounts.

13. Approve vouchers and invoices.

14. Conduct cost analysis, financial, salary and wage, and fringe benefits surveys.

15. Obtain comparative prices and quotations for purchase and delivery of goods and services.

16. Determine employees' placement on appropriate wage scales.

17. Manage all personnel records, including personnel files, teacher certificates, approval statements, sick leave, time cards, etc.

18. Distribute wage and tax statements to employees and files wage and tax statements with government agencies.

19. Maintain petty cash.

20. Manage the District's tax-sheltered annuity program.

21. Work closely and cooperatively with independent auditors. Notify the Auditor of the State of the independent auditors contracted and supply copies of the audit to the State Auditor and Department of Education. Notify local media of completed audits, and have the audit report available for the public.

22. Maintain a daily teacher attendance log, and the concomitant records for substitute teachers.

23. Administer the early retirement program and retired employees insurance.

24. Is available to answer staff questions regarding the Board Policy.

25. Is available to undertake any other assigned tasks from the Superintendent or Board of Education.

TERMS OF EMPLOYMENT:

Twelve month contract. Salary and work year as per Board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.

JOB DESCRIPTION

TITLE: District Business Manager

Professional Qualifications: Minimum Degree-BA in Business
Experience in educational institution

Professional Requirements:

1. Expert knowledge of business management and accounting procedures.
2. Effective skills in problem analysis, decision making and judgments.
3. Effective communications skills.
4. Effective organizational ability.
5. Ability to apply technology to business practices and procedures. Computer background essential.
6. Sensitivity to the role of others in the organization.
7. Self-motivated and disciplined.
8. Ability to put innovative ideas into practice.
9. Ability to accept constructive criticism.
10. Strong sense of personal professional ethics.
11. Health and vitality to provide leadership.

Contract Terms: Shall serve under a 12-month contract with an annual total of 30 holiday and vacation days to be arranged with the superintendent of schools.

Salary and fringe benefits to be determined annually by the board of education.

General Responsibilities:

The business manager is directly responsible to the superintendent of schools and shall assist the superintendent to carry out the policies and directives of the board of education.

Assigned Responsibilities:

I. Primary responsibility shall be the financial management and accounting procedures of the school district.

II. The direction and supervision of the district's building maintenance and grounds.

III. The direction and supervision of the district's food service program.

IV. Maintain and manage the district's insurance program.

V. The direction and supervision of the district's delivery and supply systems.

VI. Direct and supervise the district's transportation system.

VII. Serve as the board of education's fiscal analyst in the staff negotiations process.

VIII. The direction and supervision of all district staff assigned to the business manager.

IX. Assume other duties as may be assigned by the superintendent.

Duties:

RESPONSIBILITY I

The fiscal management of the district.

1. To establish and develop up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state department of education and the auditor employed by the district to review financial transactions.

2. To establish and maintain systems for district ordering, purchasing and receiving of school materials and supplies.

3. To establish and maintain a system of inventory for district materials and equipment.

4. Controls the district budget management on a daily basis.

5. Keeps the superintendent and board informed about school financial matters.

6. Make accurate and timely reports to the appropriate agencies as may be required by law or regulation.

7. To direct and supervise the staff assigned to assist with the financial systems of the district.

Duties:

RESPONSIBILITY II

To direct and supervise the maintenance of the district's building and grounds program.

1. Supervision of maintenance supervisor and staff.

2. To develop a system of maintenance and duty schedules.

3. To develop plans of compliance with safety regulations for school facilities.

4. To make recommendations to the superintendent and board for needed repair and maintenance which should be included in the budget.

Duties:

RESPONSIBILITY III

The operation and supervision of the district's food service program.

1. Supervision of the cafeteria manager assigned to food service.

2. To direct the general operations and financial procedure of the food service program.

3. Management of the free and reduced price federal lunch program component.

4. Health and safety standards compliance of the food program.

NOTE - Student supervision is assigned to the building principal.

Duties:

RESPONSIBILITY IV

Maintain and monitor the insurance programs of the district.

1. Bid insurance according to policy or board directive.

2. Monitor insurance requirement to make certain the district is adequately covered for all insurance needs.

3. Provide a system of reporting incidents which may involve the district's insurance carriers.

4. Keep the superintendent informed of insurance cost, needs and utilization.

Duties:

RESPONSIBILITY V

Maintain and direct the delivery and supply systems of the district.

1. To include the mail delivery, instructional supply delivery, maintenance supply delivery, the lunch delivery and the transfer of money with the district.

2. To supervise and direct staff assigned to this support service.

Duties:

RESPONSIBILITY VI

Supervise and direct the district's transportation.

1. Supervise the maintenance and safety inspection of all school's transportation equipment.

2. Develop systems for reporting accidents, travel and service information.

3. Assign non-certificated staff to the responsibility for care and service of school vehicles.

4. Cause the staff to be oriented to the safety and travel regulations associated with school transportation vehicles.

Duties:

RESPONSIBILITY VII

Serve as the financial information official for the district's salary negotiations process.

1. Keep the board and staff informed about the general financial condition of the district.

2. Keep the board and staff informed about current salary information of the district.

3. Keep the board and staff informed about the comparability of other similar districts.

4. Complete necessary studies or obtain salary and related information requested by the board or superintendent.

5. Prepare a cost analysis and impact report on preliminary and final negotiated settlements.

Duties:

RESPONSIBILITY VIII

Provide personnel supervision for all staff assigned.

1. Recruit and interview qualified personnel for staff openings assigned.

2. Make recommendations for qualified replacements to the superintendent of schools.

3. Establish programs of orientation and staff development for assigned staff.

4. Make salary recommendations for budget purposes for assigned staff.

5. Evaluate and make employment decisions and recommendations to the superintendent of schools.

Duties:

RESPONSIBILITY IX

Assume other responsibilities as may be assigned by the superintendent of schools.

1. Carry all assignments out in an efficient, effective and professional manner.

Business and Operations Manager
Job Description

Reports to: Superintendent

Supervises: Secretary to Business Manager, Accountant, Payroll Officer, Supervisor of Food Services, Supervisor of Maintenance, Supervisor of Transportation

Qualifications:

1) Masters Degree with supporting work in administration and finance.

2) Administrative certification preferred.

3) Five (5) years experience in public school business administrative, or equivalent experience in private business.

4) Demonstrated expertise in business administration.

5) Demonstrated ability to work successfully and positively with staff, community and the media.

6) Ability to provide leadership and vision in the development and implementation of short and long range planning.

7) Experience and/or knowledge of ethnic minority groups.

8) Demonstrated expertise/knowledge in administrating classified personnel and personnel programs.

9) Ability to effectively communicate orally and in writing.

Responsibilities

The Business Manager shall be responsible for planning, organizing the business, operational and classified programs of the school district.

1) Prepare, administer and monitor the annual school district budget as required by statutes and in accordance with the program goals of the district.

2) Be responsible for the preparation of reports required by state and federal agencies that relate to the fiscal operations of the district.

3) Provide fiscal and technical assistance to principals, supervisors and staff.

4) Be responsible for proper and accurate accounting and internal accounting.

5) Assume responsibility for administering the classified personnel and related areas of recruiting.

6) Develop, implement and administer a classified personnel evaluation program including monitoring of the process and all records management.

7) Administer, direct and supervise, through subordinates, non-instructional programs including pupil transportation, food services, maintenance of buildings and grounds, and plant operations.

8) Plan, organize and direct the activities related to purchasing, storing and distributing materials, supplies, equipment and contracted services for the school district.

9) Plan, organize and direct the work of the central business office including: accounting and budget preparation and control, payroll and benefits administration, receipts and dispersement of funds, risk management and allied fiscal services.

10) Administer all contracts entered into by the district with classified personnel and assist the superintendent with administering certificated contracts. Participates in collective bargaining of employee contracts as directed by the superintendent.

11) Assure high standards of safety and security within the district. Be responsible for the district safety program.

12) Prepares and submits to the superintendent such reports as the superintendent may request or require.

13) Attends board meetings and study sessions.

14) Prepare enrollment projections and assist the superintendent in projecting staff requirements. Is responsible for enrollment monitoring and reporting and all staff reports required by state and federal agencies.

15) Responsible for insuring proper staff orientation for all classified staff with the cooperation of other staff members.

16) Administers all contracts between the district and outside contractors, including advertisements, bid requirements and bid awards.

17) Ensures an informed board and administration by providing fiscal reports on a timely basis.

18) Advises the superintendent of the financial status of the district on a continuous basis.

19) Assist the superintendent in developing and implementing a long range strategic plan for the district.

20) Plays a leadership role in bond and levy issues along with facility planning and construction.

21) Regularly confers with building principals and administrators regarding problems/solutions related to district operations.

22) In concert with the administrative team, is responsible for developing and maintaining a district-wide property inventory.

23) Serves as district representative on the Community Recreational Services Board.

24) Develop and maintains a Business Affairs Manual containing appropriate procedures and practices relating to business and operations of the district.

25) Is responsible for overall facility use by community and outside groups.

26) Establishes and maintains lines of communication between various groups in the community and the school staff and administration through meetings, news releases and personal contact.

27) Works with the Community Finance Committee on budget and other financial issues of the district.

28) Assists building principals in developing building based budgets and provides regular counsel on fiscal and operational areas.

29) Monitor the scheduling of all substitutes for the districts.

30) Recommends appropriate board policies in the area of assigned responsibility.

31) Performs such other tasks as may be assigned by the superintendent.

AVON BOARD OF EDUCATION

ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS

JOB DESCRIPTION

REPORTS TO: Superintendent of Schools

SUPERVISES:
1. Fiscal and Data Processing Personnel
2. Facilities Personnel
3. Transportation Personnel
4. School Lunch Personnel

GENERAL JOB DESCRIPTION: Provides administrative support to the instructional process in a way that ensures a consistent, high level of service to all functions affecting pupil safety, pupil environment, property management, staff relationships, community understanding, fiscal responsibilities, and long-range planning.

PERFORMANCE RESPONSIBILITIES:

A. FISCAL MANAGEMENT

1. Develops a systematic annual fiscal plan to make budget assumptions for both short-term and long-term capital and operational expenditures. Assists the Superintendent in all budget preparations.

2. Develops a descriptive budget document that displays proposed expenditures in a way that is understandable and easy to read, consistent with community and state mandates.

3. Supervises and controls expenditure of budget appropriations in accordance with the Board's budget goals and objectives.

4. Compiles data and reports regularly to the Superintendent and the Board on matters relating to budget revenue and budget expenditures and balances.

5. Functions as the fiscal liaison for the Board of Education with the community and other town officials and agencies.

B. PERSONNEL MANAGEMENT

1. Responsible for the management, supervision and evaluation of classified personnel.

2. Determines employees classifications, job placements, disciplinary procedures, termination procedures and work analysis programs for classified personnel.

3. Negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent and the Board of Education.

4. Develops comparative data and cost estimates relating to compensation for negotiations between the certified and classified staff and the Board of Education.

5. Interprets terms of negotiated contracts to staff.

6. Maintains personnel records on a current basis and determines personnel cost estimates for negotiations for both classified and certified personnel.

C. PUPIL TRANSPORTATION

1. Administers the Board of Education policy governing pupil transportation of all school children, both regular and special education.

2. Develops written specifications and other requirements necessary for obtaining competitive school bus bids or renegotiations of contracts and arranges for appropriate contract documents for new and/or extended contracts.

3. Manages the development of appropriate routing and scheduling procedures for efficient and economical school bus routes.

4. Develops systems and procedures that monitor bus contractor services including pupil safety measures.

5. Evaluates all transportation contracts and recommends appropriate action to the Board of Education.

D. ACCOUNTING AND FISCAL MANAGEMENT

1. Directs the development of all accounting and reporting procedures, systems and upgrades put in place to record budget appropriations, expenditures and revenues in accordance with acceptable accounting and reporting procedures.

2. Is responsible for monitoring all accounting functions against budget appropriations, and reports to the Board on the status of budget appropriations.

3. Actively supervises payroll systems and procedures; accounts payable systems and procedures; and relevant cost accounting systems and procedures.

4. Monitors the systems for internal audit of periodic bookkeeping and accounting transactions, particularly student activities and other fiduciary funds.

5. Remains current regarding state and federal legislations relating to: employee compensation, employee benefit programs, grant programs.

6. Presents timely budget status reports to the Superintendent and the Board on a regular schedule.

7. Serves as a resource regarding the legality and feasibility of financial transactions and procedures.

8. Maintains a current inventory of all school equipment and furnishings.

9. Serves as liaison and resource person with all committees for major school building projects; attends meets as required.

E. MANAGEMENT OF PURCHASES OF SUPPLIES AND MATERIALS

1. Develops procedures and supervises programs for purchases of supplies and materials consistent with budget requirements and constraints.

2. Prepares bid specifications for purchases of equipment, supplies and services consistent with budget requirements and constraints.

3. Develops means for evaluating or testing goods or services that are purchased through efforts of CREC or internally.

F. OPERATIONS AND MAINTENANCE OF PLANT

1. Directs the supervision and management of maintenance and operation personnel.

2. Sets work standards and evaluation methods to measure personnel performance.

3. Supervises the purchase of materials, supplies and equipment acquired by and for the maintenance and operation staff.

4. Allocates funds, manpower, and equipment resources to achieve established standards of cleaning and maintenance.

5. Manages Board policy governing the community use of public school buildings.

6. Directs the establishment of employee training and work improvement programs.

7. Manages state mandated programs to monitor environmental conditions which may affect school children and other school building occupants.

G. SCHOOL FACILITY CONSTRUCTION, RENOVATION OR EXPANSION

1. Represents the Superintendent, as requested, and the Board on matters relating to the construction, renovation or expansion of school buildings and other facilities.

2. Meets with appropriate officials of the town and the Connecticut State Department of Education regarding the planning of school construction and meeting reporting schedules mandated by legislative and state department mandates.

3. Assists in enrollment studies and long-range facilities projections as directed by the Superintendent which lead to the expansion or reduction in the needed building capacity.

4. Meets with building committees, architects and other appropriate officials or agencies and serves as the custodian of school building plans and specifications.

H. FOOD SERVICE PROGRAMS

1. Develops rules, regulations and procedures governing the operations and maintenance of the school food service program consistent with Board policy.

2. Obtains competitive bid quotations from school food service contractors for the Board's approval.

3. Supervises the cafeteria department operations and monitors the program's profitability and reports the results to the Board on a regular basis.

4. Establishes cost accounting and cost analysis and reporting programs. Also reviews the cafeteria department's policies on staff employment, management and supervision.

I. SCHOOL HEALTH PROGRAM

1. Supervises and directs the health services provided students and monitors the program assisted by the health director, medical advisor and supervising nurse.

2. Reviews and reports periodically to the Board of Education on changes required through state and federal mandates.

3. Recommends to the Board of Education appropriate modifications to the school health policies.

4. Meets periodically with school nurses to review and update health room practices in all schools

J. OTHER RELATED DUTIES

1. Compiles, prepares and transmits required fiscal reports and data to appropriate local, state and federal agencies.

2. Serves as Board resource person on all matters relating to school property, liability and automobile insurance programs.

3. Serves as the school resource person on employee benefit programs with particular emphasis on health insurance. In this connection, is responsible for a forecast of premiums, claims and experience.

4. Serves as liaison with legal counsel in matters of dispute except for matters involving special education and certified personnel, except as directed by the Superintendent.

5. Such other duties and responsibilities as may be assigned by the Superintendent.

QUALIFICATIONS:

1. Master's degree from a regionally accredited institution with a major concentration in either business administration or public administration, with course work in the following areas: law, accounting, finance, management, personnel and informational systems; or

2. Master's degree or a sixth year certificate in educational administration or educational management, with a minimum of 12 semester hours in course work in the following areas: school business, administration, school finance, budgeting and resource management, school law, personnel administration, school plant planning and operation, collective bargaining, system analysis/operations research; or

3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

CERTIFICATION: Intermediate Administrator/Supervisor

JOB TITLE: Business Manager | WAGE STATUS: Exempt

REPORTS TO: Superintendent | PAY GRADE: P-6

DEPARTMENT: Business Office | DATE REVISED: 7/8/92

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PRIMARY PURPOSE:

Direct and manage the operation of all financial and business affairs of the district including accounting, purchasing, data processing, and other miscellaneous services. Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees.

QUALIFICATIONS:

Minimum Education/Certification:
College graduate, major in Accounting, Business, Finance or Business Education.

Special Knowledge/Skills:
Advanced technical knowledge of school finance, budgeting and accounting systems, and economics.
Ability to manage and coordinate diverse district functions through others.
Working knowledge of data processing systems and financial applications.
Excellent communication skills desired.

Minimum Experience:
Three years of school experience.

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management	1.	Ensure that business operations are supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.
School/ Organizational Climate	2.	Develop long-and-short-range objectives and goals for the business operation of the school district.
	3.	Provide for an effective two-way communication with staff, community, media and board.
	4.	Keep the superintendent informed on the business affairs of the district.

	5.	Develop and maintain positive staff morale with the business office.
School/ Organizational Improvement	6.	Plan and conduct needs assessments for growth and improvement of the district business operations.
	7.	Ensure that the mission of the business office supports the mission of the district.
	8.	Work with district personnel in projecting student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
Personnel Management	9.	Define and evaluate job performance expectations of subordinate staff.
	10.	Develop training options and/or improvement plans in the development of staff to ensure the best operation of the department.
Administration and Fiscal/ Facilities Management	11.	Keep informed of and comply with all state and district regulations and policies concerning public education administration.
	12.	Provide leadership and management for purchasing, accounting, data processing, budget hearings, bond issues, debt management, investments, and other programs.
	13.	Provide leadership to achieve cost-effective practices throughout the district.
	14.	Provide leadership in compiling district, campus, and program budgets and cost estimates; prepare and submit financial reports.
	15.	Direct the district's risk management and insurance programs.
Student Management	16.	Demonstrate support for the district's student management system and expected behavior related to operational aspects of the district.

Professional Growth and Development	17.	Use information and insights provided through assessment instruments, districts appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
	18.	Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
	19.	Observe professional and ethical standards of behavior in accordance with the Texas Education Agency codes of ethic.
School/ Community Relations	20.	Articulate the district's mission to the community and solicit its support in realizing the mission.
	21.	Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assigned personnel: staff accountant, secretary, accounts payable coordinator, payroll coordinator, accounting specialist, purchasing coordinator, and pbx operator.

JOB DESCRIPTION

TITLE: BUSINESS MANAGER
DIRECTOR OF ADMINISTRATIVE SERVICES

QUALIFICATIONS:
1. BACHELOR'S DEGREE WITH CONCENTRATION IN BUSINESS AND FINANCIAL MANAGEMENT.
2. A MINIMUM OF FIVE (5) YEARS OF EXPERIENCE IN FINANCIAL MANAGEMENT INCLUDING AT LEAST TWO YEARS OF EXPERIENCE IN A SUPERVISORY CAPACITY.
3. EXPERIENCE REQUIRED DATA PROCESSING ACTIVITIES CONCERNED WITH DIRECTING, MANAGING AND SUPERVISING NETWORK SYSTEMS.
4. SUCH ALTERNATIVES TO THE ABOVE QUALIFICATIONS AS THE COMMITTEE MAY FIND APPROPRIATE AND ACCEPTABLE.

REPORTS TO: SUPERINTENDENT OF SCHOOLS

SUPERVISES:
1. CONTROLLER
2. PURCHASING AGENT
3. COMPUTER SERVICES

JOB GOALS: TO PROVIDE A HIGH LEVEL OF FINANCIAL MANAGEMENT AND CONTROL. STRATEGIC PLANNING IN FINANCE TO ACHIEVE THE EDUCATIONAL REQUIREMENTS OF THE DISTRICT.

RESPONSIBILITIES:

1. DEVELOPS THE SCHOOL BUDGET IN CONJUNCTION WITH THE SUPERINTENDENT, CENTRAL ADMINISTRATIVE STAFF AND PRINCIPALS.
2. COMPILES NECESSARY STATISTICAL DATA FOR THE PREPARATION OF THE BUDGET.
3. DEVELOPS COST ANALYSIS TO APPRAISE CURRENT OPERATIONS AND PLAN FOR FUTURE ACTION.
4. DIRECTS PURCHASING PROCEDURES, WORKING WITH VENDORS, AND GOVERNMENTAL AGENCIES.
5. OVERSEES THE DESIGNATION OF DUTIES BETWEEN TOWN PERSONNEL AND SCHOOL PERSONNEL.

6. SUPERVISES FIXED ASSET (INVENTORY CONTROL) AND BUDGETARY CONTROL THROUGH APPROVED PROCEDURES.

7. MAINTAINS UP-TO-DATE INVENTORY OF SCHOOL PROPERTY.

8. IN CONJUNCTION WITH THE PLANT/FACILITIES SUPERVISOR:
   A) ASSESS OPERATION OF SCHOOL PLANTS
   B) RISK MANAGEMENT POLICIES
   C) ASBESTOS ABATEMENT PROGRAMS/REPORTS

9. EVALUATES THE SCHOOL DISTRICT'S TRANSPORTATION PROGRAM.
   A) ARRANGES TOWN-WIDE TRANSPORTATION WITH TRANSPORTATION CONTRACTOR AND SUPERVISES TRANSPORTATION NEEDS.
   B) RESPONSIBLE FOR TRANSPORTATION CONTRACTS AND MAKES RECOMMENDATIONS REGARDING THE SAME.
   C) HANDLES ALL TRANSPORTATION RELATED COMPLAINTS.
   D) EVALUATES THE SCHOOL DISTRICT'S WALKING POLICY AND RECOMMENDS IMPROVEMENTS.
   E) MONITORS TRANSPORTATION CONTRACTOR FOR COMPLIANCE WITH STATE LAWS AS THEY RELATE TO THE BUS MONITOR PROGRAM.
   F) WORKS WITH THE POLICE DEPARTMENT ON BUS SAFETY ISSUES.
   G) ASSURES FOR THE SAFETY OF ALL STUDENTS AND PERSONNEL TRANSPORTED BY SCHOOL DISTRICT OWNED OR CONTRACTED VEHICLES.

10. ADVISES SUPERINTENDENT ON ALL FINANCIAL MATTERS. ANALYZES ALL CONTRACTS AND CONTRACT PROPOSALS AND COST OF SAME.

11. COSTS ALL APPROPRIATE CONTRACT PROPOSALS SUBMITTED BY ALL UNIONS NEGOTIATING WITH THE SCHOOL COMMITTEE.

12. ASSURES DISTRICT COMPLIANCE WITH ALL LABOR AGREEMENTS AS THEY RELATE TO ACCOUNTING.

13. MONITORS SCHOOL FOOD SERVICES PROGRAM AND EVALUATES CONTRACT WITH FOOD SERVICE MANAGEMENT COMPANY. RESPONSIBLE FOR FOOD SERVICE BID PROCEDURES.

14. REVIEWS AND APPROVES ALL REQUEST FOR USE OF SCHOOL BUILDING FORMS.

15. RESPONSIBLE FOR ALL SCHOOL INSURANCE PROGRAMS. ESTABLISHES AND ANALYZES ALL RECORDS RELATING TO INSURANCE COVERAGES.

16. SUPERVISES DATA PROCESSING PROCEDURES TO PROVIDE MANAGEMENT INFORMATION, EVALUATION TECHNIQUE AND LONG RANGE PLANNING.

17. PERFORMS ALL OTHER DUTIES AS DIRECTED BY THE SUPERINTENDENT OF SCHOOLS.

TERMS OF EMPLOYMENT: TWELVE MONTH YEAR. SALARY TO BE ESTABLISHED BY THE SCHOOL COMMITTEE.

EVALUATION: PERFORMANCE OF THIS POSITION WILL BE EVALUATED ANNUALLY IN ACCORDANCE WITH THE PROVISIONS OF THE COMMITTEE'S POLICY ON EVALUATION OF ADMINISTRATIVE PERSONNEL.

Individual School Administrative and Supervisory Personnel - Assistant Superintendent for Business - Job Description

FUNCTION:

1. To be responsible for the financial affairs of the school district.

2. To be responsible for the supervision of:

   a. Transportation Management personnel, policies, routes, community liaison, contracts and agreements.

   b. School Food Service Program: policies, accounting and reporting, purchasing and inventory.

   c. Plant Operation and Maintenance: custodial and maintenance policies, procedures, purchasing and record keeping.

   d. Accounting and Auditing: fund accounting, property accounting, financial reports and audits.

   e. Purchasing and Distribution: method of purchase, receipt and payment of purchase, specifications and supply lists, receiving, storage, distribution, inventory and repair service.

   f. Budgeting and Financial Planning: budget formulation, budget document, administration of the budget, receipt of estimates, budget control.

   g. Special Fund Management: school activity accounts, investments, debt service.

   h. Revenue Sources: state and federal aid, special aid, taxation and miscellaneous revenues.

   i. Insurance Management: property values, insurance coverage, claims and legal reporting.

RELATIONSHIPS:

1. Directly responsible to the Superintendent of Schools.

2. Coordinate responsibility with Assistant Superintendent for Instruction, Assistant Superintendent for Personnel, Principals, Districtwide Coordinators and Directors, Superintendent of Buildings and Grounds.

3. Member of the Instructional Cabinet.

JOB DESCRIPTION

JOB TITLE: Business Manager

REPORTS TO: Superintendent

SUPERVISES: K-12 food service director and program; district maintenance program and foreman; district transportation program and director; and all business officer personnel

WORKS WITH: Business office personnel, maintenance supervisor, transportation supervisor, other administrators and classified staff

QUALIFICATIONS: Bachelor's degree in business administration; five (5) years of experience in school administration or related field

TERMS OF EMPLOYMENT AND HOURS OF DUTY: 12 month contract; 8:00 to 5:00

JOB SUMMARY: Prepares, recommends, implements and administers the financial affairs of the K-12 district and Lake Area Technical Institute

PERFORMANCE RESPONSIBILITIES:

1. Performs all duties of business manager as required by the district and state including:
   - budget development and implementation,
   - act as the district purchasing agent,
   - receipt and disburse district monies and expenditures,
   - supervise personnel functions including payroll, payroll deductions, employee benefit programs,
   - supervise risk management for the district,
   - supervise rental of district properties,
   - prepare bid specifications,
   - secure advice on the procurement and sale of bond and capital outlay certificates,
   - recommend capital outlay plans,
   - oversee the system of accounting for all district land, building, property and equipment
2. Supervise the K-12 food service program, district maintenance and transportation programs;
3. Act as clerk for the board and maintain accurate written records of school board meetings and publish those minutes as required by statute;
4. Serve the board as a member of the district negotiating team

PHYSICAL DEMANDS:

ENVIRONMENTAL DEMANDS:

EVALUATION: Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

BOARD RELATIONS: Provide information to board members upon request and attend all committee, regular and special board meetings as requested by the superintendent or his designee

PUBLIC RELATIONS: Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of ***enabling all students to succeed in an ever-changing world.***

JOB DESCRIPTION

DEPARTMENT: **Business and Financial Services**

JOB TITLE: **Associate Superintendent for Business and Financial Service**

REQUIREMENTS:

A.	Education Level:	6-year degree (or equivalent)
B.	Certification:	Nebraska Professional Administrative and Supervisory Certificate with an Endorsement in the Superintendency.
C.	Experience Desired:	5 years in General School Administration
D.	Other Requirements:	General Knowledge of Federal and State Statutes as they relate to the Business and Fiscal operations of a school district.

REPORTS TO: The Superintendent of Schools

RECEIVES GUIDANCE FROM: The Superintendent of Schools

ESSENTIAL FUNCTIONS:

Financial Operations

The specific responsibilities of the Associate Superintendent in the area of financial operations are as follows:

1.1 Prepares annual budgets under the direction of the Superintendent and Board of Education with the cooperation of the principals and other designated staff members, with the budget to be consistent with the educational objectives and financial resources of the school district.

1.2 Employs sound accounting practices to assure adequate records revealingly the administration of the budget.

1.3 Serves as the central purchasing agent and carries out all necessary functions of this operation according to adopted budget, policies of the district, laws of the state, and auditing guidelines.

1.4 Serves as director of central district supply and warehouse.

- 1.4.1 Plans and directs the standardization program for equipment and supplies accounting.
- 1.4.2 Plans and directs the warehousing program for equipment and supplies.
- 1.4.3 Plans and directs the inventory and stock control program for equipment and supplies.
- 1.4.4 Directs the provision of equipment and supplies to new and existing facilities of the district.

1.4.5 Develops policy and recommends budget for an orderly replacement of existing movable equipment as it becomes obsolete.

1.4.6 Establishes procedures for estimating the costs for equipping new schools or additions.

1.5 Supplies and maintains monthly budget balances and financial reports to the Superintendent and the Board of Education at each regular board meeting.

1.6 Prepares listing of claims for approval by the Board of Education.

1.7 Requires a regular requisition procedure from all employees properly channelled through principals, classified directors, and other staff members in sufficient time for cost effective purchase of supplies in quantities through competitive bidding.

1.8 Signs purchase orders as authorized by the Board of Education.

1.9 Supervises and evaluates classified personnel responsible for accounting, purchasing, and other clerical work.

1.10 Maintains written manuals of procedures for budget development, requisitions, purchasing and payments.

1.11 Prepares financial records for the annual audit as required by the laws of the state.

1.12 Invests all receipts and cash reserves according to the investment laws of the state and the cashflow needs of the district.

1.13 Provides for staff development of all employees involved in the financial operations of the district.

1.14 Monitors all funds for proper accounting and approval of expenditures for all funds.

1.15 Reports to Superintendent and Board of Education on the annual audit.

1.16 Works with the Building/Finance Committee of the Board of Education in bidding and budget preparation.

1.17 Develops and directs bidding process and procedures for purchasing.

Maintenance of District Properties

The specific responsibilities of the Associate Superintendent in maintaining district properties are as follows:

2.1 Supervises and evaluates the performance of the Supervisor of Buildings and Grounds.

2.2. Supervises all operations and maintenance work.

2.3 Initiates, supervises, and evaluates all major maintenance, building, and remodeling work.

2.4 Ensures that buildings, grounds and ancillary equipment are maintained in safe, sanitary condition, and coordinates safety programs in buildings and grounds.

2.5 Checks buildings, grounds, and ancillary equipment for safety in compliance with fire department and state officials.

2.6 Ensures compliances of buildings and grounds with local, state and federal codes.
2.7 Ensures that all maintenance vehicles and fleet vehicles are properly cared for, maintained, and scheduled.
2.8 Provides for staff development of maintenance employees.

Marketing and Economic Development

The specific responsibilities of the Associate Superintendent's role with custodians are as follows:

3.1 Seeks ways to increase availability and access to markets through local businesses, agents, and agencies.
3.2 Seeks ways to market school programs and services throughout private and public community.
3.3 Seeks ways to work cooperatively with other public agencies to share programs, services and personnel whenever possible and cost-effective.

Supervision of Custodial Staff

The specific responsibilities of the Associate Superintendent's role with custodians are as follows:

4.1 Actively works with the Supervisor of Buildings and Grounds in the recruitment of custodians and maintenance workers.
4.2 Provides for evaluation of all custodians.
4.3 Actively works with the Supervisor of Buildings and Grounds in the assignment of custodial personnel to each building.
4.4. Approves the overtime for all service personnel.
4.5 Provides for staff development of custodians.

School Lunch Program

5.1 Supervises and evaluates performance of the Director of Food Services.
5.2 Provides for evaluation of all food service personnel.
5.3 Works directly with the Director of Food Services in budgeting, purchasing, commodities, equipment and supplies.
5.4 Reports monthly to the Superintendent and the Board of Education on purchases and accounting for the lunch program.
5.5 Provides for the staff development of food service employees.

Other Responsibilities

The specific responsibilities of the Associate Superintendent's role in other areas are as follows:

6.1 Provides for inventories of all equipment in the district.
6.2 Develops insurance programs to cover liability for property and actions.

6.3 Provides for rental of school facilities by community groups.
6.4 Provides for a school census of all children age 0 to 21 as required by state law.
6.5 Assumes other responsibilities as assigned by the Superintendent.
6.6 Performs the duties of the Superintendent when the Superintendent and Assistant Superintendent are absent from the district.
6.7 Monitors and reviews state and federal legislation advising the Superintendent on matters affecting the district.

Annual Performance Plan

The specific responsibilities of the Associate Superintendent in the annual performance plan.

7.1 Develops and implements annual performance plan.
7.2 Reviews job descriptions.
7.3 Sets annual performance goals and submits self-assessment of performance.

Board Secretary

The specific responsibilities of the Associate Superintendent as Board Secretary are as follows:

8.1 Gives public notice and attends all meetings of the Board.
8.2 Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least one week prior to the next regular meeting of the Board.
8.3 Assists in the preparation of agendas setting forth all known items of business to be considered at the Board meeting.
8.4 Publishes all legal notices concerning District business.
8.5 Performs other such tasks as may be from time to time assigned.

District Treasurer

The specific responsibilities of the Associate Superintendent as District Treasurer are as follows:

9.1 Acts as custodian of all money belonging to the District.
9.2 Receives all monies belonging to the District.
9.3 Deposits monies received in banks designated by the Board.
9.4 Gives a bond in such sum as shall be required before entering the duties of the office, the premium on such bond to be paid by the Board.
9.5 Pays out District's monies on written order of designated officials of the Board.

9.6 Gives detailed accounts of money received and disbursed at least once a month prior to the regular meeting of the Board.
9.7 Prepares and submits a monthly report of the Districts fiscal status.
9.8 Renders a full annual report at the end of each fiscal year.

Negotiator

The specific responsibilities of the Associate Superintendent as Negotiator are as follows:

10.1 Negotiates with certified bargaining unit to arrive at a mutually satisfactory agreement on salaries, hours, and working conditions of employees represented by the bargaining unit.
10.2 Selects appropriate management personnel for the negotiating team.
10.3 Directs the accumulation of necessary data used in negotiations, such as salaries and fringe benefits comparisons and comparative contract language.
10.4 Recommends agreements to the Finance Committee for approval.
10.5 Discusses requests from non-certified groups on wages, hours, and working conditions, and makes recommendations concerning these discussions to the Superintendent and Director of Personnel.
10.6 Acts as official designate of the Superintendent at appropriate stages of the grievance procedure.
10.7 Plans, organizes, and represents the District in fact findings and representation cases heard before the Commission of Industrial Relations.
10.8 Coordinates all aspects of contract administration during term of various contracts with employee organizations.
10.9 Interprets the negotiated agreement to members of the staff, as appropriate.

Computer Systems Administration

11.1 Serves as the Systems Administrator in the operation of the HP3000 computer system.
- 11.1.1 Monitors and controls access to non-sharable peripherals.
- 11.1.2 Initiates, monitors, and controls jobs and sessions.
- 11.1.3 Monitors and controls printing activity
- 11.1.4 Schedules and performs full and partial systems backups and recovers files from backup tapes.
- 11.1.5 Shuts down and starts up the system hardware and operating system when appropriate.
- 11.1.6 Adds terminals to the system configuration when needed.
- 11.1.7 Monitors the systems log files and manages the systems free space.

11.1.8 Troubleshoots problems with terminals, tapedrives and printers.

11.1.9 Identifies problems and performs recovery operations from system interruptions.

11.1.10 Performs a memory sysdump when appropriate.

11.1.11 Develops and maintains a standard operating procedures manual for the HP3000 system.

PHYSICAL REQUIREMENTS:

		Never	Occasional	Frequent	Constant
A.	Standing		x		
B.	Walking		x		
C.	Sitting				x
D.	Bending/ Stooping	x			
E.	Reaching/ Pushing/ Pulling	x			
F.	Climbing	x			
G.	Driving	x			
H.	Lifting 20# Max		x		
I.	Carrying 25 ft.		x		
J.	Manual Dexterity Tasks:				x

Specify: Telephone
Typewriter/Word processor
Dicatophone
Computer
Microfiche reader

OTHER REQUIREMENTS (Intellectual, Sensory):

Skills in oral and written communication.
Skills in math and logical thinking
Effective leadership capabilities

WORKING CONDITIONS:

A. Inside x Outside Both

B. Climatic Environment:
Primary work area is air conditioned.

C. Hazards:

B. ASSISTANT SUPERINTENDENT FOR BUSINESS

Program Objectives

The Business Manager is directly responsible to the Superintendent and functions to coordinate and maintain those ethical business processes required for the efficient financial operation of the school corporation in accordance with the objectives and philosophy of the district and state codes and regulations.

Maintenance Performance Objectives:

The Business Manager will:

1. ACTING SUPERINTENDENT - Serve as "Acting Superintendent" in the absence of the Superintendent.
2. PERSONNEL SUPERVISION AND EVALUATION - Supervise and evaluate the Director of Transportation, Director of Operations and Maintenance, the Financial Assistant, and any other personnel reporting to this office.
3. FISCAL PLANNING AND MANAGEMENT - Initiate and direct efficient and effective procedures and criteria for the coordination of the financial planning of the school corporation and prepare and submit a detailed written document which shall analyze the material and personnel needs of the district and translate these needs into costs and revenue requirements which maximize the utilization of all available resources in an optimum cost manner.
4. FISCAL ACTIVITIES - Initiate and direct efficient and effective criteria and procedures for establishing and maintaining the accurate accounting, auditing, and reporting policies and regulations of all financial activities in accordance with state codes and regulations and the objectives and philosophy of the school corporation, and in a manner which will maximize the utility of such information by the Board of School Trustees and district administrators.
5. ANNUAL BUDGET PREPARATION-PRESENTATION - Assist, at the direction of the Superintendent in preparing the annual formal budget document for submission to and approval of the Board of School Trustees and other legally designated agencies of the State of Indiana.
6. SCHOOL BOARD MEETINGS - Attend all regular and special Board of School Trustees meetings for the purpose of informing and interpreting all matters related to the financial operation of the school district.
7. FISCAL PROCEDURES - Establish and maintain efficient and effective criteria and procedures for the requisitioning, purchasing, receiving,inspecting, storing, recording, distributing, maintaining, and operating of all equipment and supplies (at optimum cost) in terms of meeting the stated purposes, objectives, and philosophy of the school corporation and the local and state codes and regulations.

8. FINANCIAL REPORT -Prepare and submit by the second meeting of each month, to the Board of School Trustees, an accurately detailed current report of the financial operations of the school district.
9. PAYROLL - Initiate and direct the efficient procedures and criteria for the accurate preparation and payment of all employees on a regular basis and all legally constructed payroll deductions as authorized by the Board of School Trustees and local, state, and federal codes, and regulations.
10. INVESTMENTS - Establish and maintain effective procedures and criteria for the investment of inactive funds in such a manner as to yield the greatest return within the codes and regulations of the State of Indiana.
11. BUDGET PREPARATION - Provide, upon request, consultation and assistance to all school personnel directly charged with the preparation of preliminary budget estimates for the various school programs.
12. INSURANCE - Establish and maintain efficient and effective procedures and criteria for the appraisal and annual review of insurance needs of all buildings, grounds, facilities and equipment, and make appropriate detailed written recommendations to the Superintendent.
13. SPECIFICATIONS - Coordinate the planning and writing of educational specifications and the development of the design of construction documents for new construction and renovation of existing facilities.
14. CONSTRUCTION-RENOVATION - Render, at the request of the Superintendent, assistance as directed in all financial matters pertaining to construction and/or renovation.
15. RECORDS - Establish and maintain efficient and effective procedures for the storage and retrieval of records, with appropriate security measures, in such a manner that they may be accurately and rapidly processed according to established procedures.
16. REPORTS - Prepare and submit, according to established deadlines all required and requested local, state, regional, and national forms and reports.
17. PUBLIC RELATIONS LIAISON - Meet with individuals and groups, publicly and privately, for the purpose of discussing and interpreting the various aspects of the financial and business operations of the school corporation.
18. ANNUAL REPORT TO SUPERINTENDENT - Establish and maintain procedures and criteria for the periodic evaluation of all activities, policies, and procedures within the Business Manager's Program and annually submit, in writing, a detailed report to the Superintendent by June 1.
19. RESEARCH AND DEVELOPMENT - Establish and maintain efficient and effective criteria and procedures for research and development to constantly improve the operations of the Business Manager's Program.
20. PERSONNEL ASSISTANCE - Call upon and request assistance from personnel as is appropriate in the performance of all responsibilities assigned.
21. BUDGET ACCOUNTABILITY - Be responsible for the efficient and effective operation of this program within the approved budget appropriations as adopted by the Board of School Trustees.
22. FORMS - Initiate and direct procedures and criteri a for the review of all forms utilized in the Business Manager's Program and for the purpose of simplifying and maximizing the processing of all data and information.
23. OTHER - Perform such other duties as assigned or requested by the Superintendent.

SCHOOL DISTRICT G8

POSITION DESCRIPTION

TITLE: Business Manager

QUALIFICATIONS:
1. Masters degree in business-related field or a bachelors degree in a business-related field plus equivalent experience
2. Five years of business-administration experience to include two years as a school business administrator
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES:
Director, Fiscal Services
Director, Physical Plant
Supervisor, Purchasing
Director, Transportation
Risk Manager
Other personnel as assigned

JOB GOAL: To effectively and efficiently administer the assigned responsibilities in such a manner as to support the educational system and enhance the work environment of District employees.

PERFORMANCE RESPONSIBILITIES:
1. Manages the Business Services Division.
2. Directs the financial operations of the District.
3. Directs the District budget process.
4. Directs District elections procedures.
5. Provides leadership for:
   - Accounting, payroll, and inventory services;
   - Purchasing;
   - Risk management program;
   - Food services;
   - Transportation services;
   - Physical-plant maintenance, improvement, and distribution services
6. Administers the real property of the District.
7. Administers external contracts between the District and other organizations or agencies.
8. Performs other functions as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 240 day work year. Salary to be established by the Board.

EVALUATION: Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

Approved by _____ Date _____

Reviewed and agreed to by _____ Date _____
(Incumbent)

SCHOOL DISTRICT

DETAILED POSITION DESCRIPTION

TITLE: Business Manager

SPECIFIC JOB FUNCTIONS:

1. MANAGES THE BUSINESS SERVICES DIVISION

   1.1 Maintains, develops, implements and enforces Business Services procedures.
   1.2 Develops District policies and standard practices for Business Services.
   1.3 Assures compliance with Business Services-related statutes.
   1.4 Develops and manages Business Department budget.
   1.5 Supervises and evaluates:
   - Director, Fiscal Services
   - Director, Physical Plant
   - Supervisor, Purchasing
   - Director, Transportation
   - Risk Manager
   - Secretary to the Business Manager

2. DIRECTS THE FINANCIAL OPERATIONS OF THE DISTRICT

   2.1 Monitors District expenditures, and directs adjustments as necessary.
   2.2 Assures that cash flow and investments are administered to provide optimum return on the cash assets of the District.
   2.3 Monitors the District revenue collections, and adjusts for fluctuations in revenue sources.
   2.4 Directs the preparation and dissemination of financial data for control, analysis, and reporting.
   2.5 Assures compliance with state, federal, and general accounting guidelines.

3. DIRECTS THE DISTRICT BUDGET PROCESS

   3.1 Coordinates the budget-development process.
   3.2 Assures compliance with local budget law.
   3.3 Prepares the budget calendar.
   3.4 Coordinates the budget-committee selection process.
   3.5 Prepares unit budget allocations.
   3.6 Prepares the unit- and District-budget documents.
   3.7 Monitors the budget operations for compliance with appropriations.

4. DIRECTS THE DISTRICT ELECTIONS PROCEDURES

   4.1 Assures compliance with election law.
   4.2 Responds to public inquiry, and presents data to the public on budget questions.
   4.3 Develops statistical data for budget-campaign material.

5. PROVIDES LEADERSHIP FOR: ACCOUNTING, PAYROLL,AND INVENTORY SERVICES; PURCHASING; RISK MANAGEMENT; FOOD SERVICES; TRANSPORTATION SERVICES; PHYSICAL PLANT MAINTENANCE IMPROVEMENT, AND DISTRIBUTION SERVICES

   5.1 Directs the goal-setting and evaluations of department supervisors.
   5.2 Directs the documentation of policies, guidelines, and job descriptions for each department.
   5.3 Visits each unit, and listens to concerns.
   5.4 Provides support for the department supervisors to perform their respective functions.
   5.5 Monitors trends in areas of responsibility, and plans for the future.

6. ADMINISTERS THE REAL PROPERTY OF THE DISTRICT

   6.1 Assists in the Facility and Site Planning and Improvement Program.
   6.2 Coordinates the acquisition and disposal of real property for the District.
   6.3 Coordinates District property development or zone modifications with the appropriate city or county agency.
   6.4 Coordinates and evaluates the District architect services in relation to strategic planning.

7. ADMINISTERS EXTERNAL CONTRACTS BETWEEN THE DISTRICT AND OTHER ORGANIZATIONS OR AGENCIES

   7.1 Develops and implements contracted service agreements for architect, auditor, insurance agent of record, and food-service management.
   7.2 Monitors and evaluates all service agreements between the District and other agencies for potential risk and financial obligation.
   7.3 Coordinates the legal evaluation of contracts and agreements as necessary.
   7.4 Assures the maintenance of contract records and compliance with their insurance, legal, and financial aspects.

8. PERFORM OTHER FUNCTIONS AS ASSIGNED BY THE SUPERINTENDENT

ORGANIZATIONAL RELATIONSHIPS:
1. Serves as member of the Central Management Team
2. Cooperates with and supports other District administrators
3. Attends Board meetings

JOB DESCRIPTION

TITLE: Director - Business and Finance

REPORTS TO: Superintendent

SUPERVISES: Payroll and Employee Benefits Support Staff in Accounting, Payroll, and Employee Benefits Offices

PRIMARY FUNCTIONS:

- Financial Planning and Budgeting
- Accounting
- Financial Reports
- Payroll Processing
- Employee Benefits

PERFORMANCE RESPONSIBILITIES:

1. Shall prepare and coordinate the development of district budget.
2. Shall maintain the financial records of the district.
3. Shall supply periodic financial reports for the district.
4. Shall supply financial reports as requested by appropriate persons.
5. Shall direct the payroll processing function of the district.
6. Shall be responsible for the distribution of payroll checks.
7. Shall monitor the accounting system and internal controls of the district.
8. Shall be responsible for the overall administration and coordination of the Employee Benefits Program.
9. Shall purchase by competitive bidding, informal quotations, and negotiation, items of supply and equipment and services necessary for the operation of the school district.
10. Shall oversee the disbursement of district funds to vendors and the resolution of billing problems.
11. Shall develop and maintain procedures for processing purchase orders and other financial transactions in an efficient and timely manner.
12. Shall perform other duties as directed

JOB DESCRIPTION

TITLE: SUPERINTENDENT OF BUSINESS AND TREASURER

AREAS OF RESPONSIBILITY: Responsible for all business affairs of the Board.

QUALIFICATIONS: Chartered Accountant or other Approved Accounting Designation.
Ontario Supervisory Officer - Business Certificate

REPORTS TO: The Superintendent of Business and Treasurer reports to the Director of Education.

SUPERVISES AND EVALUATES: Superintendents of Finance & Plant, Managers of Purchasing & Warehousing and Information Services

PRIMARY ROLE

The Superintendent of Business and Treasurer is responsible for the effective administration of the various business policies and practices approved by the Board. The Superintendent assists the Director and other Superintendents in reaching decisions that are sound not only educationally but in a business sense.

RESPONSIBILITIES

1) Safeguard the assets of the Board.

2) Accept responsibility for the budget process in its entirety.

3) Provide support service to the system in financial matters in building and grounds care and maintenance, in transportation of students where required, in overall computerized information services and in providing a high quality of equipment, supplies and services for the lowest possible cost, delivered in an efficient manner.

4) Supervise and coordinate the work of the Superintendents of Plant and Finance and the various Managers in the Department.

5) Assign specific duties to, supervise, and evaluate the work of support staff members.

6) Maintain and update annually a comprehensive five-year plan for the Business Department.

7) Serve as a member of Executive and Administrative Councils and participate fully in decision-making which will best serve the interests of the students and ensure the efficient operation of the School system.

8) Advise the Executive and Administrative Councils of all business matters that require their consideration.

9) Prepare and support a budget for the Business Department.

10) Attend meetings and act as Executive Member of Board Committees as required.

11) Act as custodian of all legal documents relating to property or contracts.

12) Negotiate the purchase or sale of land and buildings as required.

13) Maintain liaison with various municipal bodies involved in land development.

14) Develop the required financial, building and maintenance controls to ensure the welfare of the Board and its schools.

15) Assume the role and responsibilities of the Treasurer of the Board of Education as prescribed by the Acts and Regulations of the Province of Ontario and by the Board of Education.

16) Advise the Director of Education and Negotiating Committees on negotiation matters related to cost.

17) Provide liaison and advice to the Superintendent of Human Resources on matters related to employee benefits.

18) Carry out additional responsibilities as required by the Director of Education or the Board.

State Job #7461

JOB DESCRIPTION

A. TITLE: Director of Financial Services and Board Treasurer

B. REPORTS TO: Superintendent of Schools

C. SUPERVISES:
Associate Director, Accounting
Supervisor, Tax Collection
Supervisor, Payroll
Accounts Payable Clerical Staff
Insurance Clerical Staff
Federal Programs Clerical Staff
Secretary, Financial Services
Mail Clerk

D. JOB FUNCTION: Administers the accounting, payroll, tax collection and attendance functions of the school district in such a way as to ensure compliance with appropriate laws, regulations and rules as adopted by the board, the state or other governmental agency.

E. PERFORMANCE RESPONSIBILITIES:

1. Coordinates the function of the division with all other divisions of Central Office, and with the schools.

2. Administers, through the Associate Director of Accounting and other staff members, the records and control of receipts and expenditures under the limitations set forth in the Board's approved budget and according to rules set forth by funding sources.

3. Administers, through the Associate Director of Accounting and other staff members, the preparation of periodic financial reports, claims for reimbursement, and the publication of reports as required by law or regulation.

4. Administers, through the Supervisor of Payroll and other staff members, the accounting and record keeping in the Payroll Department.

5. Administers, through the Supervisor of Tax Collection and other staff members, the collection of such taxes as approved by the Board.

E. PERFORMANCE RESPONSIBILITIES (CONT.):

6. Invests idle funds consistent with liquidity needs and the Board's investment policy.

7. Administers, through the engagement of the fiscal agent and bond counsel, the issuance and retirement of bonded indebtedness as approved by the Board.

8. Assists the Associate Director, Financial Planning/ Budgeting in the preparation of the budget.

9. Disseminates procedures for school activity fund accounting.

10. Supervises records and reporting of Trust Funds.

11. Plans for future needs in business office equipment and procedures.

12. Establishes and maintains a division training program to improve employee performance.

13. Performs other duties as assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ABILITY TO:

EDUCATION AND EXPERIENCE:

Masters degree or an evaluated private-sector equivalent. At least five years of current (within the last 10 years) experience in school business administration or other appropriate private-sector experience.

LICENSES AND OTHER REQUIREMENTS:

None.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Date: _____

_____
Employee Signature

_____
Supervisor Signature

Original Date: 11/92
Revision Date: 10/93
Revision Date: 01/95
Revision Date: _____

POSITION DESCRIPTION

TITLE: Associate Superintendent For Business Affairs

Reports to: Superintendent

General Responsibilities:

Directs and supervises the planning and management of the school district's business and financial services. Directly supervises Finance/Purchasing, Data Processing, Warehousing, Maintenance, Food Service, Transportation, and Facilities Planning. Provides leadership in the planning, managing and coordinating of support services to the direct education services of the system.

Performance Responsibilities:

- Assists in the development and implementation of long and short range plans for achieving goals and objectives, and coordinates such activities with the Superintendent.
- Oversees the dissemination, interpretation and administration of approved policies, regulations, and guidelines for the departments under his supervision.
- Provides for inservice for personnel in the Business Affairs Division.
- Serves on the Executive Council.
- Provides a direct link to the Superintendent on vital business support services to keep the Superintendent abreast of developing areas of concern.
- Establishes and maintains a sound plan of organization that provides the proper framework for accomplishing business support service objectives.
- Recommends to the Superintendent specific policies, procedures, plans, and programs for attaining current operating objectives and provides leadership in resolving major problems in business support services.
- Recommends to the Superintendent selection and assignment of personnel with the specific functional areas of the Associate Superintendent.
- Plans, directs and evaluates the activities of the Division and effectiveness of its personnel.

- Directs preparation of budget for various departments under the Associate Superintendent and recommends these to the Superintendent.

- Directs supervises the preparation of school districts and recommends to the Superintendent necessary changes in these districts.

- Performs other duties as assigned by the Superintendent.

Qualifications:

Graduation from an accredited college or university with a Master's degree in Business Administration (or MBA with a CPA certificate) or Master's degree in School Administration with experience in school finance and/or business administration; or five (5) to seven (7) years of administrative and management experience with a successful performance record.

POSITION DESCRIPTION

DIVISION OF FINANCE-BUSINESS ADMINISTRATION — GROUP SUPTS. — CODE D1600
Division, Department or School

CHIEF SUPERINTENDENT OF SCHOOLS — TITLE SUPERINTENDENT OF FINANCE AND TREASURER
Title of Immediate Supervisor - Code No.

FUNCTION

Plans, organizes, directs, and supervises the activities of the Division of Finance-Business Administration with the responsibility for the business and financial affairs of the

DUTIES

1. Serves as a member of CSPAC. Assists in planning, establishment of objectives, goals, policies, and procedures for the system.

2. In conjunction with the Chief Superintendent, establishes objectives, policies, standards, and procedures for the Division. Ensures that the requirements of the School Act, other acts, policies, and regulations of the Board or provincial governments relating to financial management, are met.

3. Prepares or directs the preparation of advisory reports for the Chief Superintendent and the Board on the financial analysis of operations; summarizing the Board's financial position in areas of income and expenditures; preparing budgets and financial forecasts; evaluating the requirements for funds and the investment of surplus funds; and developing policies and procedures to ensure that all applicable grants for the system are received.

4. Ensures management of the Board's funds, the preparation of financial records for the Board, the preparation of payroll and accounts payable, the provision of purchasing and warehousing services, budget preparation and control, transportation, and the provision of word processing, printing, and mail and food services to the Board. Provides a consulting service on financial and business affairs to other Divisions of the Board.

5. Subject to the approval of the Chief Superintendent, authorizes the establishment of departments and positions within the Division. In conjunction with divisional directors and managers, coordinates the activities of departments within the Division and with other Divisions of the system.

6. Selects or approves the selection of senior staff in the Division, and is responsible for an overall personnel program for the Division, including the authority to terminate staff as necessary.

7. Coordinates the preparation of the yearly Operating and Capital Budget, and monitors and controls the approved budget. Presents the Operating Budget to the Board. Prepares the annual budget for the Division.

8. Provides for administrative controls, such as the maintenance of records, reports, and audits for the Division and system.

9. Maintains an awareness of developments affecting objectives and policies, and takes initiative in recommending remedial action or adjustments in consultation with the executives involved.

10. Provides advice and technical guidance to the Chief Superintendent and the Board in matters relating to financial management and business affairs.

11. Maintains the insurance coverage of the Board's real property and liability coverage of the Board's operation.

TITLE SUPERINTENDENT OF FINANCE AND TREASURER CODE D1600

12. Ensures that the Calgary Board of Education receives proper assessment support from Public School supporters.

13. Maintains liaison with Alberta Education, appropriate municipal officials, other school systems, and other public agencies.

14. Performs other related duties as assigned.

QUALIFICATIONS

Qualifications as a Chartered Accountant or a Master's of Business Administration with financial emphasis combined with a minimum of ten years' successful management experience. An equivalent combination of education and experience may be acceptable. Demonstrated organizational ability and human resource leadership skills. Expertise in financial management and the ability to analyze, interpret, and communicate financial detail. An understanding of computer technology and procedures. Possession of verbal and written communications skills and the ability to speak effectively in public. The possession of superior leadership skills and an exceptional ability to work with other people in the organization to promote the objectives of the system. An understanding of school system organization and a knowledge of the relationship between business principles and their use in achieving educational objectives.

II.

Business Office

TITLE: Business Office Secretary

QUALIFICATIONS:
1. High school graduation, including courses in bookkeeping, accounting, business English, and mathematics.
2. A pleasant telephone and person to person personality.
3. Good secretarial skills, including typing, filing and organizational skills.
4. Demonstrated competence in the use of business machines and computers.
5. Experince as a secretary and/or special schooling for secretarial work.

REPORTS TO: Business Manager

JOB GOAL: To do their part in assuring a smooth and efficient operation of the Business Manager's office.

Specific Performance Responsibilities:
1. Responsible for purchase order distribution and board bill vouchers
2. Responsible for small vehicle fleet(includes scheduling and maintenance)
3. Works in a receptionist capacity in the office. Represents the school system to the public in a positive way
4. Responsible for the Thursday issuance of Trust & Agency checks
5. Responsible for food service areas as follows: cost of goods sold statement, equipment inventory, reimbursement report, and free/reduced applications
6. Assists in maintaining and updating all school inventories
7. Helps to maintain working condition of photocopy machines and makes necessary maintenance requests to service departments. Makes any photocopies as needed
8. Is a cood public relations person for the school system
9. Responsible for the administration office transportation bus radio
10. Responsible for incoming & outgoing mail
11. Responsible for board minute preparation
12. Assists in bid/quote letting
13. Responsible for capital outlay certificate payments
14. Assists in the annual report preparation
15. Assists in the budget preparation
16. Any other duties, as assigned by the business manager

POSITION GUIDE

I. POSITION TITLE: Assistant Business Manager

II. QUALIFICATIONS:

A. A four-year college graduate in the areas of accounting, business administration and/or business education.

B. Communication and inter-personal skills.

C. Understanding and knowledge of modern business procedures, including data processing.

D. Ability to manage and perform business functions.

Personal:

1. Should have a genuine interest and dedication to education.

2. Leadership ability that encourages good human relations and provides for effective staff progress through cooperative planning.

3. Broad knowledge of business office procedures and generally accepted accounting principles.

4. A general understanding of the educational program K-12.

5. Organizational ability to

a. initiate and coordinate diversified activities
b. write clear and concise reports
c. be able to meet deadlines and solve problems
d. communicate effectively with the total school community

6. Personality and appearance shall include

a. a genuine sensitivity to people
b. the ability to work well with others
c. a stable personality not easily upset by the ripples of events
d. a sense of humor
e. being neat and well groomed

III. PRIMARY FUNCTION

The Assistant Business Manager shall assist the Director of Business and Administrative Services in developing, recommending and administering approved programs for receipts, custody, and disbursement

of funds, payroll and debt services. It shall be the responsibility of the Assistant Business Manager to assist in the developing and implementing accounting, internal auditing and budgetary control procedures for the District and such other responsibilities as may be assigned by the Director of Business and Administrative Services.

IV. MAJOR RESPONSIBILITIES

The authority and responsibility of the Assistant Business Manager transcends all activities of the school district involving fiscal affairs and support services as designated by the Director of Business and Administrative Services and shall be directly responsible to the Director of Business and Administrative Services.

Key Duties:

A. Finance - Assists the Director of Business and Administrative Services in

1. Maintaining perpetual physical inventories throughout the District - teaching supplies; maintenance and custodial supplies.

2. Monthly reconciliations of all cash accounts (cash management; special funds; ancillary accounts).

3. Preparing and maintaining bus scheduling for the District's transportation system

4. Codification of daily deposit sheets and invoices/vouchers for payment.

5. Verification of batch document preparation for data processing.

6. Verification and examination of purchase orders and requisitions prior to approval.

7. Input verification and tallying for bid analyzation.

8. Assisting in the preparation of local, state and federal reports.

9. Controlling the recording of all tax deposits and the monitoring of procedures to be followed by local tax collectors.

10. Preparation of various schedules and data gathering for budget development.

11. Internal auditing of district petty cash accounts.

12. Materials Handling - receiving goods, and scheduling purchase orders for processing.

13. Preparation of General Fund emergency checks.

14. Preparing federal project quarterly reports, fiscal reports and expenditure reports

15. Performing any and all other duties as assigned by the Director of Business and Administrative Services.

B. Public Relations - Assists the Director of Business and Administrative Services in maintaining a good school-community information service.

V. PRIMARY RELATIONSHIPS

A. Director of Business and Administrative Services

1. Shall be accountable to the Director of Business and Administrative Services for assigned areas of responsibility and for fulfillment of the functions.

B. Public

1. Shall at all times present a positive image of the school district to the public.

SECRETARY - FINANCE

QUALIFICATIONS: Ability to type, take shorthand*, operate computer system, operate calculator, file, answer telephone

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL: To make a positive and proportionate contribution to serving the goals, needs and interests of the school district in an effective and efficient manner.

JOB FUNCTIONS:

1. Maintains district insurance policies and submits accident reports and claims to appropriate insurance carrier.
2. Prepares and maintains health forms and files for employees.
3. Assists employees with completing insurance and pension forms and handle incoming calls regarding related matters and other benefit programs.
4. Assists Business Administrator in preparing, advertising and reviewing bids and specifications.
5. Prepares specifications and follows through with bids for printing, janitorial supplies, etc.
6. Assists Business Administrator in all phases of school elections.
7. Prepares and sends announcements of all public, workshop, special, and committee meetings to Board members.
8. Provides necessary back-up for the operation of the computer system of the district.
9. Prepares and maintains minutes for the Board of Education meetings.
10. Maintains staff personnel attendance records.
11. Maintains all records pertaining to the revenue areas of the budget.
12. Assists in preparing the monthly board secretary/treasurer of school monies' report.
13. Prepares and distributes all staff contracts for the coming school year.
14. Assumes all the secretarial needs required by the business office.
15. Performs other duties as assigned by the Business Administrator and/or Superintendent.

*80 WMP

SCHOOL BUSINESS ADMINISTRATOR

Appointment

Appointment of the School Business Administrator will be by the Board of Education upon the recommendation of the Superintendent.

ROLE

Under the supervision of the Assistant Superintendent for Administration:

1. assists in carrying out various business functions.
    a. direct and supervise the clerical administrative details of the business office
    b. direct, supervise, and implement the administrative details in school district operations in the following areas:
        1. budget
        2. payroll
        3. accounts payable
        4. financial record keeping
        5. preparation of reports
        6. preparation of financial analyses
2. responsible for the administration of the school district data processing operations:
    a. direct, supervise, and implement the administrative and technical details in data processing
    b. direct, supervise, and implement the administrative and technical details of data communications and computer networks
3. responsible for special school district studies and reports
4. responsible for school district's attendance
5. assist the Assistant Superintendent for Administration in his/her responsibilities

Duties

The School Business Administrator is directly responsible to the Assistant Superintendent for Administration. He/she shall:

1. directly supervise the business office clerical personnel in their daily duties
2. interview and recommend for employment the applicants for vacant positions in the business office

SCHOOL BUSINESS ADMINISTRATOR, continued

3. train new business office personnel in the details and execution of their responsibilities

4. annually evaluate the business office clerical staff:
   a. Payroll Clerk; Non-instructional employees
   b. Payroll Clerk; Instructional employees
   c. Bookkeeper
   d. Purchasing Clerk
   e. Account Clerk/Typist
   f. Internal Claims Auditor

5. develop training materials and train the business office personnel in new or revised procedures as necessary and appropriate

6. analyze business office functions, determine operating needs, and plan work flow

7. supervise the preparation of financial reports to the Federal and State governments such as:

   a. W-2 annual wage report
   b. annual report of FICA covered wages
   c. quarterly reports of FICA covered wages
   d. Federal Tax and State Tax withholding reports
   e. quarterly State Income Reports
   f. 1099-Miscellaneous Income reports
   g. quarterly teachers' retirement reports
   h. monthly employees' retirement reports
   i. unemployment insurance reports

8. supervise the preparation of weekly accounts payable checks and reports

9. supervise the preparation of biweekly payroll checks and reports

10. supervise and/or prepare all the State Aid reports

11. assist the external auditors during the annual audit

12. assist in preparing specifications for purchases and bids

13. issue purchase orders in the absence of the Purchasing Agent

14. supervise and assist in the preparation of budget materials, prepare computerized budget reports, and assist in all the processes involved in budgeting

15. administer and supervise the data processing operations of the school district

SCHOOL BUSINESS ADMINISTRATOR, continued

16. manage strategic data processing operations by planning for future directions in both hardware and software and by keeping current with the latest technology and literature

17. direct and supervise the Systems Analyst/Programmer in his/her duties as:

    a. systems manager
    b. systems analyst
    c. programmer

18. annually evaluate the work of the Systems Analyst/Programmer

19. administer, implement, diagnose, and, when feasible, repair the wide area network system

20. administer, implement, diagnose, and, when feasible, repair the ETHERNET local area computer network connecting the PDP 11/84 computer system with the MICROVAX computer system and 36 terminals

21. function as system manager for the MICROVAX computer system

22. function as alternate system manager for the PDP 11/84 computer system

23. direct, supervise, and, if necessary, provide training to systems users on:
    a. commonly used system utilities
    b. commonly used Digital Control Language (DCL) commands
    c. applications software

24. develop and maintain Lotus 1-2-3-/Symphony and other micro computer based applications (such as Budget, State Aid, Cash Flow, etc.) as required

25. install, update, and maintain business office micro computer systems and layered software applications as required

26. prepare student population projections, population migration studies, and other related demographic studies

27. prepare the teacher absence report

28. prepare and present reports at staff meetings as requested

29. supervise the preparation of district school attendance reports

30. undertake special planning, research, evaluation, statistical analysis, collection and summarization of data as needed to aid in decision making

31. represent the Assistant Superintendent for Administration in contacts with the public or other employees when so directed

32. perform all such other duties as assigned by the Assistant Superintendent for Administration

POSITION TITLE: Secretary to the Business Manager

SUPERVISOR: Business Manager

QUALIFICATIONS:

1. Graduation from high school.
2. Previous secretarial experience.
3. Mathematical aptitude.
4. Knowledge of modern office practices and procedures.
5. Strong communication skills.
6. Ability to operate standard office machines.
7. Ability to operate or learn to operate computer.
8. Ability to demonstrate high proficiency in secretarial duties; working through to completion with little or no supervision.
9. Ability to deal courteously and tactfully with District personnel and the public.
10. Ability to exercise initiative, independent judgment, and discretion in performing duties.
11. Knows the importance of confidentiality.

POSITION GOAL: To work with and assist the Business Manager with his diversified job responsibilities. To help maintain a smoothly run and efficient District Business Office.

DUTIES:

1.0 Secretarial

1.1 Screen telephone calls.

1.2 Open and dispense mail.

1.3 Maintain files and records.

1.4 Schedule meetings.

1.5 Type letters, memos, statistical reports, etc. at the request of the Business Manager and Accounting Supervisor.

1.6 Make photocopies.

1.7 Make travel arrangements for District staff.

1.8 Create and/or revise and type business forms.

1.9 Type financial statement and notes on invoices for monthly Board Book.

2.0 Administrative

2.1 Maintain all records, prepare agreements, collect payments, confer with parents/guardians regarding nonresident tuition students.

2.2 Prepare, type, and distribute budget forms to administrators annually.

2.3 Help prepare the financial budget annually - preliminary, tentative, and final.

2.4 Assist Accounting Supervisor with preparation of state and federal forms.

2.5 Prepare support staff salary schedule.

2.6 Maintain workers' compensation file and processing of claims.

2.7 Maintain file on construction projects, payments, and waivers.

2.8 Assist in compiling and preparing data and reports.

2.9 Assist payroll as work load dictates.

2.10 Maintain file on staff computer purchase program.

2.11 Maintain file on developer donations.

2.12 Assist with billing for Roosevelt University.

2.13 Responsible for creating and issuing assurance letters to all support staff.

2.14 Responsible for creating and issuing letters to all support staff regarding salary rates as of July 1st of each year.

2.15 Responsible for up-to-date Treasurer's bond.

2.16 Annually prepare Prevailing Wage Resolution.

2.17 Responsible for issuance of legal notices in newspaper.

2.18 Assist with preparation of the 3 Year Budget Projection.

2.19 Assist with the annual tax levy.

2.20 On a monthly basis as needed, responsible for agenda items as they pertain to purchasing, construction payments, etc. for the Board Book.

2.21 Responsible for keeping current with insurance benefits/flexible spending plan available to District employees.

2.22 Prepare and distribute memos/letters on an as needed basis.

ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/
ASSISTANT BOARD SECRETAY

QUALIFICATIONS:

School Business Administrator Certificate

REPORTS TO:

School Businesss Administrator/Board Secretary

SUPERVISES:

Coordinator of Bookkeeping, Systems Manager, facility maintenance and grounds keeping staff, custodial staff.

JOB GOAL:

To assist the School Business Administrator/Board Secretary in providing a well organized, efficient office and provide for a safe, clean, pleasant and functioning environment for students and sstaff of the district.

PERFORMANCE RESPONSIBILITIES:

1. Administers the facility maintenance and improvement program and supervises school plant operation.

2. Administers the pupil transportation program.

3. Assists the School Business Administrator in budget preparations.

4. Assists the School Business Administrator in bidding and purchasing supplies and requisitions.

5. Administers Environmental Compliance, Right To Know and Safety programs.

6. Trains, supervises and evaluates the systems manager, coordinator of bookkeeping, maintenance staff, custodian staff.

7. Assists the School Business Administrator in the conduct of the Annual School Election.

8. Performs all such duties as assigned by the Business Administrator/Board Secretary

TERMS OF EMPLOYMENT:

Contract is for twelve months, with conditions set by the Board of Education.

JOB DESCRIPTION

JOB TITLE: Assistant Business Manager

REPORTS TO: Business Manager

SUPERVISES: Business office classified personnel

WORKS WITH: Business office administrators, other business office staff, certified and classified staff

QUALIFICATIONS: Bachelors degree with emphasis in accounting; experience preferred; strong interpersonal relationship skills, high degree of organization skills

TERMS OF EMPLOYMENT AND HOURS OF DUTY: 12 month contract; 8:00 to 5:00

JOB SUMMARY: Assist the business manager in maintaining the accounting system; managing the day to day operation of the district in accordance with accepted accounting procedures, including state and federal guidelines

PERFORMANCE RESPONSIBILITIES:

1. Implements, coordinates and supervises the district's accounting systems and data processing system necessary to meet required financial, budgetary, and fixed asset management; generate necessary information for computerized payroll system;
2. Maintains the school lunch fund in accordance in compliance with Child and Adult Nutrition regulations;
3. Maintains the accounting system for LATI food service/bookstore and arena concession funds on an enterprise basis in accordance with state requirements and provides reports of this service as requested;
4. Maintains the accounting system for the LATI financial aids program in accordance with federal accounting standards,
5. Supervises all disbursements, records all loan payments and calculates payments for local match of various programs;
6. Works, as necessary, with LATI financial aids director in coordinating the LATI financial program;
7. Administers the payroll withholding account;
8. Serves as liaison to the district's insurance committee and oversees the district's group insurance program;
9. Supervises the issuance of receipts and disbursements of the Trust and Agency fund (clubs and scholarships)

PHYSICAL DEMANDS:

ENVIRONMENTAL DEMANDS:

EVALUATION: Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

BOARD RELATIONS: Provides information to board members upon request and attends all board meetings as requested by the superintendent or his designee

PUBLIC RELATIONS: Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of ***enabling all students to succeed in an ever-changing world.***

TITLE: Director of Auxiliary Services

QUALIFICATIONS:

1. Administrative certification.
2. Successful experience in teaching and administration preferred.
3. Experience as a building level administrator required.
4. Such alternatives to the above qualifications as the Governing Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business Services

SUPERVISES: Director of Construction Supervision, Coordinator of Data Processing, Supervisors of Maintenance, Materiel Services, and Transportation Services.

JOB GOAR: To assist the Assistant Superintendent for Business Services in providing leadership for school construction, materials and maintenance and the operation of busses and data processing.

PERFORMANCE RESPONSIBILITIES:

1. Implements district policies, regulations, operational procedures and specific directions from the Assistant Superintendent for Business Services concerning the operation of Auxiliary Services.
2. Supervises the Maintenance, Materiel Services, Technology Services, Transportation and Property Services to ensure the implementation of district policies and procedures in all of Auxiliary Services.
3. Evaluates the supervisors of Maintenance, Materiel Services, Technology Services, Transportation and the Director of Property Services.
4. Assists the Auxiliary Services staff in the planning and implementation of effective service and preventative maintenance programs for the Materiel Services, Maintenance, Transportation and Property Services.

5. Conducts regular staff meetings to coordinate the general operations of Auxiliary Services.

6. Prepares and issues appropriate communications to staff to facilitate the implementation of policy, operational procedures, and programs to support the district's educational programming.

7. Formulates proposals for development and revision of Board policies for Superintendent's review and action.

8. Studies, reviews and develops administrative regulations and procedures and makes recommendations concerning them to the Assistant Superintendent for Business Services.

9. Works with district administrators to effect continuity and articulation of the Auxiliary Services programs in the district.

10. Ensures that the general philosophy and goals of the district are reflected in the programming of the educational facilities.

11. Assists in the planning and administration of staff development activities for Auxiliary Service.

12. Assists in the preparation and administration of the district budget.

13. Prepares and administers the budget of the Director of Auxiliary Services and supervises the departments of Auxiliary Services in the budgeting and expenditure of school funds.

14. Engages in on-going evaluation of facilities as it relates to the educational programming.

15. Consults with and keeps the Assistant Superintendent for Business Services informed of the status of all the Auxiliary Services programs of responsibility and communicates the requirements and needs of the district as perceived by staff members.

16. Participates in professional development activities with fellow administrators and other district personnel.

17. Serves as a member of the Superintendent's Cabinet and Council.

18. Attends Board Meetings, prepares and submits reports and other documents for the Board as requested.

19. Performs other related duties and assumes other responsibilities as assigned.

TERMS OF EMPLOYMENT:	Twelve month year. Salary and work year to be according to the current schedule as established by the Governing Board.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.
SALARY CLASSIFICATION:	Placement on appropriate salary schedule(s) will be according to experience and training.

DIVISION OF FINANCE-BUSINESS ADMINISTRATION
Division, Department or School

GROUP Admin. and Supervisory Personnel CODE D2078

SUPERINTENDENT OF FINANCE AND TREASURER #D1600
Title of Immediate Supervisor - Code No.

TITLE ASSOCIATE SUPERINTENDENT OF FINANCE AND DEPUTY TREASURER

FUNCTION

Assists the Superintendent in the planning, organization and control of the Division of Finance-Business Administration with specific responsibility for the coordination of Budget and Financial Services.

DUTIES

1. Assists in the formulation and amendment of policies and guidelines for all aspects of the financial affairs of the Calgary Board of Education. Assists in planning, decision-making, establishment, and monitoring of goals and objectives for the Division.

2. Serves as second in command of the Division. Assumes the duties and responsibilities of the Superintendent as directed.

3. Coordinates, through subordinate directors, activities such as the preparation of reports on the financial analysis of operations, summary of the Board's financial position, preparation of budgets and financial forecasts, and the evaluation of need for funds.

4. In conjunction with the Superintendent of Finance, and in consultation with the Directors, determines the organizational structure and the goals and objectives for the Departments and defines roles and responsibilities. Monitors performance of the departments and recommends changes in procedures, methods, or standards, to better meet established budgetary commitments, timelines, or accounting functions.

5. In conjunction with the Superintendent, coordinates and monitors the development of management information systems in the Division. Plans and institutes procedures to monitor progress in relation to specifications and time schedules. Develops reporting systems to facilitate policy decision-making.

6. In conjunction with the Superintendent, oversees the final approval of statements and reports prepared by the Budget Services and Financial Services Departments.

7. Monitors the preparation of budgets and ensures the ongoing monitoring, control, and analysis of budgets for the Board.

8. Directs the development and coordination of economic and physical planning studies, and interprets and recommends Board policies and regulations to the Superintendent of Finance and Treasurer as required.

9. Interprets legislation and advises on implications of changes to the Board.

10. Selects or approves the appointment of subordinate staff and directs their training to ensure efficient usage of personnel. Coordinates activities within areas and with other departments. Prepares or directs preparation of staff evaluations.

11. Advises senior management within the Division of trends which may be significant to other areas of the organization.

12. Assists staff with difficult administrative or technical problems for which no established procedure exists.

13. Represents the Division on boards and committees as required.

14. Performs other related duties as assigned.

QUALIFICATIONS

Possession of a recognized accounting designation and/or a Master of Business Administration degree. A minimum of eight years of successful management experience is required. Experience with computer technology particularly as it relates to accounting and budgeting. Possession of verbal and written communication skills and the ability to speak effectively in public. An understanding of school system organization. Demonstrated organizational, administrative, and leadership skills. Personal suitability.

III.

Accounting, Budgeting and Finance

ACCOUNTING OFFICER

SUPERVISOR: Business Manager

JOB DESCRIPTION:

Perform accounts payable and receivable functions for the Prosser School District. Assist with the monitoring of fiscal transactions and be responsible for reconciling and balancing financial records.

QUALIFICATIONS:

1. Type minimum of 50 words per minute
2. Proficiency on 10-Key calculator
3. Knowledge and/or experience in business office
4. Knowledge and/or skill in double entry accounting
5. Knowledge and/or skill in fund accounting
6. Knowledge and/or skill in computer operation

RESPONSIBILITIES:

1. Process monthly accounts payable
2. Process purchase orders weekly
3. Handle invoices, prepare vouchers and warrants monthly
4. Reconcile bank statements monthly
5. Provide monthly budget status reports for board meetings
6. Receipt and transmit funds to County Treasurer monthly
7. Balance with County Treasurer report monthly
8. Provide expenditure reports to business manager, maintenance, bus garage, food services supervisors, curriculum director, special services and building principals monthly
9. Prepare federal grant expenditure reports monthly
10. Responsible for processing ASB accounts payable, helping buildings balance and providing reports monthly
11. Prepare use tax returns quarterly
12. Prepare 1099's yearly
13. Prepare F196 for year-end closing annually
14. Prepare correspondence with vendors as needed
15. Backup for substitute caller

TERMS OF EMPLOYMENT:

* 260 day work year with one to four weeks of vacation
* Salary range:

TITLE: Supervisor of Accounting

QUALIFICATIONS:

1. At least one year of business school training or its equivalent beyond high school. Course work in bookkeeping, accounting, business English, and mathematics.
2. At least three years experience in accounting and bookkeeping.
3. Demonstrated competence in the use of business machines and familiarity with computer operations.
4. Ability to direct and supervise bookkeepers.

REPORTS TO: Assistant Superintendent for Business

SUPERVISES: Bookkeepers

JOB GOAL: To assist in the efficient administration of the district's financial, accounting and payroll matters.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the preparation of all accounting and payroll records.
2. Supervises the processing of invoices for payment.
3. Prepares and reconciles all financial reports.
4. Maintains revolving checking account.
5. Closes books and prepares end-of-year reports.
6. Maintains records of all financial transactions.
7. Maintains investment and interest records.
8. Maintains tuition payable and receivable records.
9. Maintains records of bonded indebtedness.
10. Oversees business office record and filing systems.
11. Oversees the processing of purchase orders.

12. Organizes and oversees annual bidding of materials, equipment, and services.

13. Supervises the maintenance of inventory records, use and repair of Education Center business machines, and ordering of general office supplies and materials for the Education Center.

14. Supervises and distributes work to bookkeepers.

15. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months
EVALUATION: According to Board Policy

POSITION SPECIFICATIONS

I. Position Title: Controller

II. Position, requirements for:

A. Education
A.B. Degree with major work in business administration and accounting.

B. Experience
3 years of successful experience as a supervisor of school accounting.

C. Aptitude
1. Demonstrated ability to plan, implement and evaluate accounting, cash control, payroll, and insurance systems.

2. Demonstrated ability to supervise people.

3. A demonstrated knowledge of computer systems as they relate to payroll and accounting systems.

4. A high degree of honesty and integrity to be demonstrated through both work and personal references.

III. Working Relationships

A. Reports to the Director of Business Affairs

B. Works cooperatively with other members of the administration and the instructional supervisors.

IV. Compensation and Term of Employment: Administrative Schedule - 12 months.

V. Major Functions

A. Plans and recommends to the Director of Business Affairs, systems and procedures for accounting, payroll, bookstores, cafeterias, cash control, and student activity accounting.

B. Directs and supervises the implementation of approved procedures listed in (A) above.

C. Supervises the systems in (A) and the personnel in each area on a daily basis.

D. Performs required audit functions involving review of bank reconciliations, cash deposits and other financial records.

E. Prepares financial reports and other data for the Director of Business Affairs.

F. Performs other duties as assigned by the Director of Business Affairs.

JOB DESCRIPTION

1. POSITION TITLE Controller/Accounting Supervisor
2. DATE COMPLETED March 1, 1991 (OR REVISED)
3. DEPARTMENT Business Office
4. SUPERVISOR'S TITLE Director of Business Affairs
5. PERSONS CONTRIBUTING TO JOB DESCRIPTION: (NAMES AND TITLES)

   Consultant

   Controller/Accounting Supervisor

   Director of Business Affairs
6. EDUC. REQUIREMENT B. S. Degree
7. EXPERIENCE 2 Years
8. INTRODUCTORY STATEMENT: (JOB GOAL)

   B.S. in business, accounting, finance, or management. M.B.A. preferred, but not necessary.

9. PRIMARY DUTIES/RESPONSIBILITIES:

   A. Financial Accounting - supervise payroll, accounts payable, general ledger accounting, and employee benefits.

   B. Cash Management - project cash requirements of District and keep funds invested until needed.

   C. Real Estate Tax Administration - create bills for tax collectors. Develop monthly reports of payments and unpaid accounts. Supervise the four municipal tax collectors.

   D. Supervise data processing for the school district computer, including budget preparation, payroll, taxes, accounts payable, monthly reports, and assist other departments in their use of the system.

   E. Debt Service - maintain debt schedules and audit trustee operation.

   F. Supervise Student Activity Accounting to be certain schools are adhering to the Board adopted manual.

   G. Prepare state reports for debt service, rental reimbursement, tuition rate, indirect cost, annual financial and others as required.

   H. Work with and assist the State and local auditors.

   I. Other duties as assigned by the Director of Business Affairs.

Normal Work Hours: 8:30 AM - 5:00 PM (1/2 hour lunch)
Other hours as needed to complete job functions.

Salary Range:

POSITION TITLE: Accounting Supervisor

SUPERVISOR: Business Manager

QUALIFICATIONS:

1. Background of general accounting courses.
2. Experience in general accounting, with additional school bookkeeping experience a strong preference.
3. Knowledge of computer operations.
4. Knowledge of social security, IMRF, workers' compensation, unemployment, and TRS rules and regulations.
5. Knowledge of federal and state tax regulations.
6. Knowledge of and ability to communicate to employees information about benefits (dental, medical, life, disability insurance, flexible spending plan program, annuities, etc.).
7. Understanding of bank procedures, investments, (CDs, treasury notes, etc.), checking accounts, and collateral.
8. Excellent at detail work; accurate.
9. Ability to keep proper records of all expenditures, receipts and investment accounts, and to follow District procedures in dealing with these accounts.
10. Familiarity with state and federal report forms and ability to generate necessary information to complete these forms.
11. Ability to establish a feeling of trust and confidence in all employees and knowledge to aid them in employee benefit analysis and problem solving.
12. Knowledge of the Illinois Program Accounting System and ability to learn and use District account sequence.

ATTRIBUTES:

1. Attitude-Should attempt to have good working relationship with all staff members and should be able to supervise staff in a firm but cheerful manner. Must recognize importance of confidentiality of work.

2. Initiative-Should initiate projects and reports as needed and anticipate unusual work loads and prepare for them. Can work with minimal or no supervision. Be a self-starter who can set priorities for work to be completed. Can effectively organize work.

3. Cooperation-Should understand purpose of the position and District Business Office in relationship to the total operation of the District and can coordinate projects with other staff for successful completion of work.

4. Adaptability-Must be able to deal with interruptions from co-workers and staff. Can work on several projects/reports at one time, and will interrupt one project to help in another. Should recognize the order of importance of all work to be done and be willing to accept changes in assignment from Business Manager.

POSITION GOAL: To oversee that the functions of the accounting department run smoothly and efficiently. To provide accounting assistance to the District staff. To assist the Business Manager with the financial responsibilities of the District.

RESPONSIBILITIES:

1.1 Dependable and willing to adjust work hours to fit demands of job.

1.2 Supervise District Business Office staff.

1.3 Supervise accounts payable, receivable, payroll and imprest fund functions and the personnel who perform these duties.

1.4 In the absence of the Business Manager, shall assume responsibility for overall supervision of the District Business Office.

1.5 Responsible for insurance payments, reports and acting as intermediary in settling insurance problems.

1.6 Check all payroll, IMRF, workers' compensation, and unemployment reports for accuracy.

1.7 Oversee the completion of state reports (TRS, IMRF, budget, etc.) as required.

1.8 Oversee the completion of the quarterly federal and state tax reports.

1.9 Explain benefits to all new employees.

1.10 Supervise and assist payroll personnel in preparing and checking salary records for all staff.

1.11 Prepare records and provide financial information for District annual and special audits.

1.12 Prepare monthly financial statement (by fund) and bank reconciliations.

1.13 Help in preparation of the District annual budget.

1.14 Assign appropriate accounting codes to expenditures and receipts as they relate to the District budget.

1.15 Transfer bank funds to appropriate accounts to cover expenditures (as necessary).

1.16 Under direction of the District treasurer, invest school funds according to banks' current statements of condition and collateral.

1.17 Complete annual evaluations for accounting department personnel.

JOB DESCRIPTION F.N. 101

TITLE: Director, Financial Management

QUALIFICATIONS:

1. Bachelor's Degree with a major in Accounting, CPA Preferred.

2. Minimum of three (3) years of successful experience in cash management, preparing a Comprehensive Annual Financial Report as required by the Louisiana State Legislative Auditor's Office, preparing a Financial and Statistical report as required by the Louisiana State Department of Education, and the ability to perform activities related to budget preparations, presentations, and forecasts.

REPORTS TO: Director of Business Services

JOB GOAL: To develop, achieve, and maintain an accurate accounting and internal control system for all funds; and to prepare a balance budget for all accounts.

PERFORMANCE RESPONSIBILITIES:

1. Prepare monthly bank reconciliations for cash accounts maintained in General Fund, Debt Service Fund and Capital Outlay Fund. Assist, as requested, other School Board personnel with monthly bank reconciliations of all other cash accounts. Assemble all reconciled cash balances, on a monthly basis, and forward report to Director of Business Services for preparation of monthly Fiscal Agent Status Report.

2. To complete accountability records of Principals and designated Area professional staff.

3. Prepare Indirect Cost Rate Application in accordance with Louisiana Department of Education regulations and submit to same for review and approval.

4. Assist Service Office staff and other personnel with accounting problems as they arise.

5. Review GAAP and GASB guidelines and updates and various acts and Attorney General's Opinions pertaining to any functions of accounting, purchasing, financial reporting, school accounting and code of ethics.

6. Complete the millage computation for tax role as adjusted by reappraisal/reassessment for the school Constitution No. 1 and school maintenance to determine the ad valorem tax for St. James Parish School Board.

7. Develop cash transfer forms, develop a schedule for recording investments of time certificates and treasury bills, and develop forms for internal accounting control.

8. Prepare the Comprehensive Annual Financial Report of St. James Parish Public School System for the Legislative Auditor's Office on an annual basis.

9. Prepare excess cost verification and non-supplanting verification of Education of the Handicapped Act (EHA).

10. Assist all bookkeepers with accounting matters and keep them abreast of accounting changes by the State Department of Education and Governmental Accounting Standards Board.

11. Receive and review all financial statements.

12. Develop financial statements to be issued to federal directors and review and assist federal bookkeeper in resolving accounting problems.

13. Review and resolve accounting problems that may occur with construction project contractors.

14. Develop construction fund financial statements with projected surplus (deficit), develop spreadsheet of revenues and expenses for internal control on all projects and for subsidiary ledgers for each construction project (and develop system of internal control on project) cost and job cost by school, including cost for architect and other job cost for insurance purposes.

15. Develop new accounting/bookkeeping systems as needed with internal controls to meet the standards of Governmental Accounting Standards Board of Report.

16. Assist school lunch program personnel with financial statements, accounting for cost of meals, bid specifications, and cash flow statements.

17. Assist in the acquisition of computer hardware and software as needed in the Area of Business Services.

18. Maintenance of and detail analysis of general ledger accounts for General Fund, Debt Service Fund, and Capital Outlay Fund.

19. Code all General Fund expenditures subject to the requisition/approval/Purchase Order process for proper general ledger classification and monitor actual/budget status of General Fund accounts throughout the fiscal year.

20. Assume primary responsibility for execution of annual audit by independent auditors to fulfill local, state, and federal audit requirements. Function as primary School Board contact with independent auditors.

21. Assume primary responsibility for closing of books at fiscal year-end for General Fund, Debt Service Fund, and Capital Outlay Fund. Provide assistance, as requested, to other personnel with closing of books at fiscal year-end for other funds.

22. Attend School Board meetings as requested by Superintendent or Director of Business Services and make presentations and be available for questioning as necessary in this context.

POSITION DESCRIPTION

TITLE: Chief Accountant

Reports to: Administrative Director of Finance and Purchasing

General Responsibilities:

Assists the Administrative Director of Finance and Purchasing in the direction and supervision of all financial and insurance operations of the school system. Directly supervises the work of personnel in the Payroll, Group Insurance, Accounting, Property Control Departments.

Performance Responsibilities:

- Aides the Administrative Director of Finance and Purchasing in the preparation of budgets and financial reports.
- Responsible for preparation of School Food Service, ADAPP, Continuing Education and Pupil Appraisal budgets.
- Manages the Worker's Compensation Program.
- Responsible for the preparation of the Minimum Foundation Report and the Comprehensive Annual Financial Report.
- Reviews requisitions and work orders for proper assignment of fund and ledger charges.
- Maintains a chart of accounts for the accounting system of the parish.
- Recommends the selection of personnel for vacancies within the Finance Department.
- Prepares the Annual Statistical Report.

Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Business Administration (with 27 hours in accounting) and three years of successful administrative and accounting experience with a large corporation or public entity.

POSITION DESCRIPTION

TITLE: Administrative Director of Finance and Purchasing

Reports to: Associate Superintendent for Business Affairs Services

General Responsibilities:

Directs and supervises all financial and insurance operations of the school system; directly responsible for the preparation of budgets, and the operations of the Payroll Department, Employee Benefits Department and the Accounting Department. Gives general direction and support to the Purchasing Department.

Performance Responsibilities:

- Directs the operations of personnel in the financial department
- Advises the staff on financial, administrative and operational aspects of new or proposed programs.
- Aides appropriate administrators to operate within approved budgets.
- Manages the banking and investment activities of the Board.
- Coordinates the school system's group hospitalization insurance program
- Assists in the design and maintainance of equitable salary schedules.
- Develops and administers the necessary tax levies for the school system.
- Meets and confers with employee representatives on salaries and benefits.
- Prepares financial and other material for the Board's consideration
- Provides general leadership and direction on the operation of the Purchasing Department.
- Supervises the work of personnel in the Payroll Department.

Qualifications:

Graduation from an accredited college or university with a minimum of Bachelor's degree in Business Administration or Accounting with a minimum of five years of successful administrative experience in the business management of a large corporation or public entity.

POSITION DESCRIPTION

TITLE: Supervisor of Payroll

Reports to: Administrative Director of Finance and Purchasing

General Responsibilities: Directs and supervises preparation, recording and disbursement of all wages, salaries, various payroll transactions, and liabilities including distribution of all payroll checks.

Performance Responsibilities:

- Processes and supervises the posting of appropriate journal entries as required for all payrolls and voided checks and worker's compensation payments.

- Implements Board policies and procedures concerning payroll.

- Maintains control and assures proper completion/resolution of:

  1. W-2, L-2, W-3, W-4, W-5 and L-3 forms.
  2. Proper processing of forgeries.
  3. Fraud Detection Wage Reports.
  4. 941E form.
  5. Annual Payroll Calendar.

- Supervises and answers questions related to garnishments and levies received.

- Supervises and answers questions pertaining to processing members' Retirement/Drop paperwork. Assist with the processing and verification of retirement forms as required by all retirement systems.

- Completes payroll statistical data as required.

- Establishes payroll procedures, codes and supervise the verification of absence reports for accuracy.

- Consults with other departments, administration, and the public regarding payroll data and procedures.

- Consults with counsel on payroll related litigations, and testifies in legal proceedings.

- Plans the operating activities of the payroll section and the formulation of future objectives, particularly those related to data processing implementation.

TITLE: Supervisor of Payroll

Performance Responsibilities Continued:

- Supervises and evaluates the payroll clerical staff.
- Assists in the equitable solution of complaints, concerns and problems in the areas of payroll.
- Compiles and examines cost information, prepares reports, and makes recommendations to immediate supervisor.
- Prepares state and federal reports relating to workers' compensation claims.
- Assists Risk Manager in Developing and implementing a loss control and safety program designed to prevent and/or minimize loss of School Board resources.
- Assists in maintaining all appropriate insurance/self-insurance records.
- Analyzes unemployment compensation data/regulation.
- Performs other duties as assigned or required.

Qualifications: Bachelor's Degree in Accounting, Business Administration or related field with a minimum of 27 hours in accounting. A minimum of one year experience in supervising an electronic data processing payroll or electronic data processing operation. Experience in working with microcomputer, electronic spreadsheets and database management programs.

FISCAL SERVICES COORDINATOR

REPORTS TO: Directly responsible to the Director of Business Services.

QUALIFICATIONS: General accounting principles and practices; ability to type accurately and operate standard office machines, including 10 key calculator; knowledge of computer data entry processes; ability to work harmoniously with other employees and respect confidential information. Knowledge of Oregon local budget laws.

GENERAL AREA OF RESPONSIBILITY: Accounting and financial records keeping to assure compliance with federal, state, and district policies and requirements.

PERFORMANCE RESPONSIBILITIES:

1.0 Financial accounting responsibilities
- 1.1 Assist in financial record keeping in accordance with district, state, and federal policies and requirements.
- 1.2 Prepare periodic and special financial reports as required.
- 1.3 Assist with the accounting and bookkeeping functions of the cafeteria, student activity funds and school secretaries as directed by the Director of Business Services.
- 1.4 Code and record revenues.
- 1.5 Reconcile the district bank accounts and state pool, or other such entities in which the district may have placed funds.
- 1.6 Assist with payroll and related reports as needed.
- 1.7 Assist Director of Business Services as may be required with district purchasing and inventories.
- 1.8 Assist Director of Business Services with the budgeting process as required.
- 1.9 Prepare financial reports for grants and process claims for reimbursement
- 1.10 Prepare and distribute checks and reports on early retirees.
- 1.11 Prepare workers compensation reports.
- 1.12 Assist in preparing salary and benefit projections during negotiations.
- 1.13 Maintain record of student insurance.
- 1.14 Prepare journal entries as required.
- 1.15 Invest district funds as directed by the Director of Business Services.
- 1.16 Reconcile district financial reports
- 1.17 Assist auditors with preparation of audit workpapers.
- 1.18 Reconcile debt service accounts with county treasurer records.
- 1.19 Knowledge of data processing operations at the financial level.

2.0 Assist Director of Business Services
- 2.1 Type and distribute memos as required.
- 2.2 Communicate routine decisions and administrative procedures in the absence of supervisor.
- 2.3 Maintain files for all financial matters.
- 2.4 Prepare purchase orders for business office as required.
- 2.5 Maintain record on copy machine and call for repairs as needed.
- 2.6 Other secretarial duties as required.

CONTRACT TERM: 230 days; 8 hours a day

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of school board policy on evaluation of confidential personnel.

DRAFT

TITLE: ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:
1. High School Diploma
2. Minimum 2 years experience in Accounting, Bookkeeping or demonstrated competence in related field preferred
3. Good typing skills
4. Knowledge of Computer Accounting procedures preferred
5. Such alternatives to the above qualifications as the Framingham School Committee may find appropriate and acceptable.

DUTIES:
1. Maintain accounts payable records
2. Process purchase orders
3. Review invoices and statements
4. Reconcile receiving tickets with invoices for proper payment
5. Research discrepancies in billing and take action to ensure correction
6. Assist in preparation of weekly bill warrants
7. Code transactions and process materials in preparation of data processing
8. Maintain a positive working relationship with Town Accounting and Town Purchasing Departments.
9. Coordinate telephone inquiries between vendors and appropriate School Department personnel
10. Maintain filing system
11. Route incoming mail to appropriate agencies
12. Perform other duties as assigned by the Financial/Computer Analyst

REPORTS TO: Financial/Computer Analyst

TERMS OF EMPLOYMENT: Twelve (12) months

SALARY AND BENEFITS: As appearing in the Framingham Public Schools Secretarial Contract.

POSITION ANALYSIS

Job Title	Date
Director of Accounting	

Name	Division/Department/Office
	Business Division - Accounting Department

Basic Function:
To plan, organize, and maintain the accounting operations of the district and to train, supervise, and direct all individuals working in positions which impact the accounting function.

Supervises:
Accounting Department
Payroll Department
Child Accounting Office

Reports to:
Executive Director of Finance & Business Management

Major Duties and Responsibilities:

1. Train, direct, and evaluate accounting staff. Make sure each individual is adequately instructed and properly performs respective duties.
2. Oversee and direct the computerization of the accounting records.
3. Schedule audits of the financial and pupil accounting records. Assist auditors by answering questions, providing necessary help, preparing and reconciling work papers, and maintaining accurate and complete records.
4. Prepare the annual financial reports of the district.
5. Assist in preparation of the annual budget.
6. Provide data necessary for contract negotiations.
7. Work with Manager of Accounting Services in securing investments offering greatest return while meeting cash flow needs.
8. Make sure all monthly financial reports are generated and distributed. Review ledger for propriety of account balances. Prepare adjusting journal entries as necessary.
9. Oversee the Payroll Department and assist in carrying out its functions.
10. Assist Child Accounting Office personnel when necessary. Work with the department and with all schools during the annual audit.
11. Work with outside auditors
12. Stay up on all tax, accounting, and other financial matters which may affect the district. Ascertain the district complies with all known regulations and that the financial records are in line with modern standards of accounting.

Major Duties and Responsibilities (continued):

13. Work with all departments in developing and explaining accounting procedures.

14. Represent the district's interest, with respect to accounting, by participating in appropriate professional and community organizations.

15. Assist Warehouse and Food Service operations in maintaining complete and accurate inventories. Maximize efficient use of the computer in this function.

16. All other duties as assigned by the Executive Director of Finance & Business Management.

Qualifications:

Prepared by		**Approved**
Reviewed by	**Title**	**Approved**
Reviewed by	**Title**	**Approved** **Superintendent**

Administration - Management Services

Position: Supervisor of Management Services

Reports to: Director of Business Operations

Description:

This is a management level position relating to the financial operations of the Intermediate Unit. Skills in accounting, financial reporting, computer literacy, budgetary and internal controls are necessary in this position to assure prudent safeguarding of all public funds.

Qualifications:

1. Bachelor's degree in business administration or accounting.
2. Minimum of two (2) years experience in business administration or accounting.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsibilities:

1. Supervise Accounts Payable staff including mid-year and annual written evaluations.

2. Coordinate the development and maintenance of the fiscal year's cash flow schedule.

3. Assist in the review of purchase requisitions for available funds; adhere to proper procedures and proper coding.

4. Coordinate the issuance of a monthly Treasurer's Report prior to the Board of School Directors' Meeting, accounting for all income and expenditures.

5. Coordinate and maintain efficiency of computer operations.

6. Assist in the accounting process for all funds.

7. Assist Program Directors with the transfer of money, both within and between budget categories.

8. Approve and audit on a periodic basis the reconciliation of all Intermediate Unit funds.

9. Coordinate the disbursement of all monies due and payable to creditors for obligations of the Intermediate Unit.

PCSB: 0132 FLSA: Exempt

COMPTROLLER

MAJOR FUNCTION:

Assumes the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of the district, including accounting, payroll, financial reporting/systems, budget, cash management and other finance-related functions.

DUTIES AND RESPONSIBILITIES:

Works under the general guidance of the Associate Superintendent, Business Services, in administering the planning and evaluation functions of the "Finance Department."

Manages and controls the operations of the sections within the department to assure compliance with School Board policy, governing statutes/regulations and applicable professional and ethical standards.

Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function.

Coordinates the work of the sections within the Finance Department with the heads of the other departments within the Business Services Division, to facilitate the achievement of divisional objectives and to assure maximum effectiveness in providing essential services to the schools and other divisions within the district.

Interfaces with the Data Processing Department with respect to the development and maintenance of on-line and batch computer systems to assure the effective utilization of software, hardware, and human resources in the processing of information related to the financial management function.

Works under the supervision of the Associate Superintendent, Business Services, in implementing the financially related responsibilities of the legislative liaison function.

Acts in the absence of the Associate Superintendent, Business Services, in coordinating the other departments of the division which include Risk Management, Purchasing, Warehouse, and Food Service, and acts on special assignment in the matters pertaining to these departments.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration, Finance or closely related discipline. Comprehensive managerial experience at a senior level in the financial management of a public school system, state university, community college, or state agency.

PREFERRED:

A Master's degree in one of the above mentioned fields or Educational Administration. Specific experience in educational accounting, budgeting, cash management, payroll and/or auditing within a related context. Experience within the State of Florida in an educational setting. CPA certification.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PCSB: 0200 FLSA: Exempt

DIRECTOR, ACCOUNTING

MAJOR FUNCTION:

Administrative and supervisory work in the area of General, Debt Service, Capital Outlay, Contracted Programs, School Food Service, and Trust and Agency. Responsible for developing and maintaining techniques and systems of accounting to insure prompt, accurate payments of invoices and efficiently record, summarize, report and analyze the results of all fiscal transactions.

DUTIES AND RESPONSIBILITIES:

Plan, assign work and review department operations.
Meet periodically with department heads to establish work standards, department objectives and work schedules.
Interview and hire department administrative supervisors.
Evaluation of department supervisors.
Process daily mail and correspondence.
Prepare annual department supply, equipment, maintenance and personnel budgets.
Approve changes and revisions of chart of accounts.
Supervise completion of monthly and annual financial statements.
Coordinate activities between Data Processing Department and Finance Department.
Custodian of facsimile signature plate of the Chairman of the Board and Superintendent.
Coordinate ordering of new signature plates for Chairman of the Board and Superintendent as well as processing proper bank signature cards and resolution forms for each bank and account.
Maintain control of all checks signed and ordered including the check inventory.
Develop systems of accounting and revision of accounting forms.
Attend semi-monthly Business Services Division staff meetings.
Attend semi-annual meetings of the Florida School Finance Officers Association.
Take charge of the Business Services Division, when requested, during the Executive Assistant Superintendent's absence from the office.
Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration with special course emphasis in Accounting. Experience in accounting or fiscal management.

ISSUED: 3/82; TITLE BOARD APPROVED: 12/17/86; FORMAT REVISED: 7/88; TITLE CHANGED: 3/89; BOARD APPROVED: 3/8/89

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

(ADM054)

PCSB: 0275 FLSA: Exempt

DIRECTOR, CASH MANAGEMENT

MAJOR FUNCTION:

Administrative and supervisory work in the general area of Finance which includes the Operating Fund, Debt Service Funds, Capital Improvement Funds, Special Revenue Funds, Internal Services Funds, and Trust and Agency Funds. Responsible for planning, directing, and monitoring all aspects of cash (funds) operations within the district, including: 1) receipts or deposits, 2) disbursements, 3) analysis and projections, 4) investments, and 5) reconciliation. Responsibilities include preparation of the Annual Cost Report to determine expenditure compliance with State Law and the Compensatory Education Project Report.

DUTIES AND RESPONSIBILITIES:

Develops chart of the projected operating fund cash flow requirements and maintains it on a daily basis; monitors all daily bank balances for all funds.

Invests excess funds as determined by cash flow chart and daily account balances in instruments consistent with State Law.

Confirms in writing any investments purchased and any transfers made by electronic, telephonic, or other media.

Completes Investment Transaction Journal (accounting) entries to record deposit of matured Certificates of Deposit or Repurchase Agreements to checking, advances from one fund to another (wire transfers), transfers from Open Repurchase Agreements to checking, renewal of investments, new Open Repurchase Agreements, purchase of investments, wire transfers from Operating Fund to Food Service and Contracted Program accounts, and interest deposited to various accounts.

Maintains rapport with the Tax Collectors office to ensure prompt notification of tax distributions enabling the procedure of same day credit/investment.

Projects long-term cash flow requirements; determines if borrowing is necessary prior to tax collections and disbursements; provides actual and forecasted cash requirements for loan documentation.

Maintains an Investment Register detailing each investment transaction for audit purposes.

Verifies interest earned on all investments and dates of transfers.

Initiates and records wire transfers as requested and authorized by accounting personnel.

Maintains files of all correspondence pertaining to investment transactions, quote sheets, and copies of the actual Certificate of Deposit, Receipt for Safekeeping, or Repurchase Agreement.

Provides security for original Certificates of Deposit, Receipts and Repurchase Agreements, as well as applicable collateral and Third Party Safekeeping if necessary.

Plans, coordinates, prepares, and submits the Annual Cost Report to the Department of Education.

Schedules, prepares, and delivers or mails multi-million dollar Social Security, Withholding, Medicare and Retirement payments to bank or Department of Education, within guidelines, to avoid penalty.

Prepares annual department budget and budget narrative.

DUTIES AND RESPONSIBILITIES: (Con't)

Prepares Annual Compensatory Education Project Report.
Verifies amount and disposition of scheduled incoming wire transfers for FEFP (Operating), Food Service and Federal Programs.
Prepares various reports (Cost Report derivations) used by Research for "Profile" input data.
Produces interest income to satisfy multi-million dollar budget (all funds).
Monitors cashier for preparation of deposits for delivery to bank(s) for early credit/investment.
Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

Graduation from a four (4) year college or university with a degree in Business Administration, Finance, Accounting or related field; plus five (5) years' professional accounting experience, including forecasting or cash flow management in a large school system, municipality, or comparable environment, and to include three (3) years administrative or supervisory experience.

PREFERRED:

Two (2) years' experience in Florida school finance with specific experience in accounting, budget, and/or payroll functions.

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; MQ's REVISED: 11/88 MW; BOARD APPROVED: 1/11/89

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

(ADM057)

JOB DESCRIPTION

JOB TITLE:

Manager of Budget Development and Control

REPORTS TO:

Business Administrator

JOB TITLES SUPERVISED DIRECTLY:

Secretary and Budget Control Assistant

GENERAL DESCRIPTION:

Responsible for determining needs of the district in its various programs and preparing a budget plan to meet those needs within the framework of policies established by the Business Administrator.

SPECIFIC DUTIES:

1. Devise a budget development process and calendar to meet the needs of the district.

2. Actually develop the budget in accordance with direction given by the Business Administrator and input received from those with program or cost center responsibilities.

3. Maintains district budget controls through each fiscal year.

4. Responsible for the design and operation of a control system that will assure that no expenditure is made that exceeds a properly approved district budget.

5. Reviews requests for budget transfers from those with program and cost center responsibilities, making budget adjustments throughout the year.

6. Calculates funds to be allocated to school for media, discretionary allocations, textbook and supplies, etc.

7. Serves on the Equipment Standards Committee and reviews all furniture and equipment requests, comparing them with the inventory and the equipment standards.

8. Review all personal clearance forms of new hire's and changes verifying that account number is appropriate, valid and that sufficient funds are available.

9. Maintain position controls on all contract positions to assure they are within allowed staffing levels.

State Job #7182

JOB DESCRIPTION

A. TITLE: Associate Director for Accounting and Payroll

B. REPORTS TO: Director of Financial Services and Board Treasurer

C. SUPERVISES: Bookkeeper, Receipts
Bookkeeper, Budgetary Control

D. JOB FUNCTION: Administers and develops financial services for the Fayette County Public Schools allowing us to account for the receipt and expenditure of funds in conformance with state and federal regulations and laws.

E. PERFORMANCE RESPONSIBILITIES:

1. Administers the records and control of receipts and expenditures, under the limitations set forth in the Board's approved budget, as the principal user of the financial application software.

2. Creates and maintains a Financial Services Procedures manual.

3. Implements automated solutions to accounting tasks and functions.

4. Supervises the production of periodic reports to the Board, the Superintendent, and external authorities.

5. Assists other administrators in the interpretation of policy, procedures, and practices as it relates to the accounting system.

6. Coordinates with the Supervisor of Payroll in the production of paycheck insert information.

7. Assists in the preparation of financial reports in support of budgeting, bond issuance, and project analysis, as requested.

8. Assists the Director of Financial Services in coordinating the function of the division with other divisions of Central Office, and with the schools, as requested.

E. PERFORMANCE RESPONSIBILITIES (CONT.):

9. Performs other duties as assigned by the Superintendent os Schools and the Director for Financial Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ABILITY TO:

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Accounting. At least five years of experience in accounting supervision. Ability to implement and use microcomputer-based solutions to business problems.

LICENSES AND OTHER REQUIREMENTS:

None.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Date: _____ _____
Employee Signature

_____
Supervisor Signature

Original Date: _____
Revision Date: 12/21/94
Revision Date: 01/13/95
Revision Date: _____

JOB DESCRIPTION

TITLE

DIRECTOR OF BUDGET AND FINANCE

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent, Business Affairs

2. Directs the activities of payroll, accounts payable, accounts receivable, general accounting, cash management, internal accounts, budget, staff allocations, property control/disposition, and workers' compensation

3. Prepares financial reports and documents for submission to the State Department of Education

4. Coordinates the activities of all external financial auditors and acts as a liaison between the District and the State Auditor General's Office

5. Acts in supervisory capacity in the absence of the Assistant Superintendent, Business Affairs.

SPECIFIC RESPONSIBILITIES

1. Directs the School District's general accounting activities including financial reporting, federal accounting, construction accounting, debt service administration and internal accounts compliance

2. Develops and maintains cash flow projections and maintains the District's investment portfolio

3. Develops and directs payroll reporting procedures, pay period and pay dates and maintains fiscal accountability for all payroll disbursements including salary deductions, reductions and the withholding of taxes

4. Implements sound accounting practices and provides general oversight for all departmental and school internal accounting and budgeting activities

5. Reviews and authorizes all salary reductions for income shelter programs; monitors and enforces School Board Policy with regard to continuation of tax reduction programs

6. Directs the development of the Annual Budget

7. Conducts a variety of statistical and managerial studies of expenditure patterns, leave accrual, sick leave usage and other special financial reports

8. Prepares a monthly financial report and the Annual Financial Report as required by Florida Statutes

9. Supervises and evaluates all personnel assigned to the Department of Budget and Finance

10. Performs other duties as assigned by the Assistant Superintendent, Business Affairs.

CONTROLLER OF COMPUTER SERVICES AND FINANCE

Duties and Responsibilities

1. To represent the Superintendent of Business as required.
2. To develop and monitor systems of internal control in areas of financial management and operations.
3. To co-ordinate and provide support in the development and presentation of the current operating budget.
4. To provide leadership, direction and general supervision through the department heads responsible for the financial operation of the Board including Accounting, Computer Services and Purchasing.
5. To maintain a knowledge of developments within the computer environment and to prepare recommendations concerning the maintenance and development of long range plans which are consistent with stated Board requirements.
6. To assess business systems and procedures and to make recommendations to the Superintendent of Business concerning improvements therein.
7. To carry out financial analyses and to prepare, as required, specialized reports related thereto.
8. To monitor the results of the financial transactions of the Board, and to advise the Superintendent of Business accordingly.
9. To prepare and maintain appropriate statistical records pertaining to the Board's operations.
10. To be familiar with the General Legislative Grant Regulations of the Province of Ontario and to advise the Superintendent of Business accordingly.
11. To maintain liaison with other staff, other school boards, auditor, outside organizations, etc., as required, in order to be cognizant of external developments which may be appropriate and beneficial to the Board's operations.
12. To attend Board and Committee Meetings as required.
13. To administer the general insurance program maintained by the Board.
14. To supervise all pupil transportation including the use of Board vehicles and contracted services.
15. To assume such other responsibilities as may be assigned.

IV.

Facilities/ Buildings and Grounds

DIRECTOR OF OPERATIONS

POSITION: Director of the Transportation System
Director of Property, Buildings and Maintenance

REPORTS TO: Chief Executive Officer

SUPERVISES: All Transportation, Custodial and Maintenance Staff

JOB DESCRIPTION: The Director shall be responsible for the organization and operation of the Division's school bus transportation, caretaking, and maintenance services ensuring that these departments operate in a safe and efficient manner in conjunction with the philosophy of the School board. The Director attends all Board meetings and all the Committee meetings of the Operations committee of the Board of Trustees.
The Director shall be in charge of personnel and fiscal responsibility of these departments.

RESPONSIBILITIES:

1) Supervises the budgets in the fields of Property/Maintenance and Transportation

2) Supervision of all personnel in the Operations Department.

3) Supervises daily operation of Transportation, keeping a log of happenings, accidents, complaints, etc. Investigates all school bus accidents and road breakdowns studies operational procedures for the purpose of preventing breakdowns and accidents. Observes the operation of the system by monitoring all procedures.

4) Responsible for all Transportation, Buildings and Maintenance personnel including hiring, training and dismissals in conjunction with board policy. Initiates Professional development programs for all staff.

5) Plans the safe and efficient routing of buses, determines when adjustments are necessary and coordinates the implementation of these adjustments. Keeps the transportation map up to date. Determines bus time schedules, students picked up

by each bus, and hazardous stopping or walking areas. Distributes schedules to drivers.

6) Completes all Public Schools Finance Board and Department of Education reports as required, including bus retirements, new bus requisitions, etc.

7) Responsible for all communications (both written and verbal) with Manitoba Education and Training in the fields of transportation and physical facilities.

8) Purchasing agent for products in the area of transportation and property maintenance, or products are purchased under the Direction of the Director.

9) Supervises all Insurance Programs.

10) Is responsible for the execution of a maintenance and repair program for all equipment, furniture, and machinery. Disposes of items no longer needed by the Division.

11) Identifies, in consultation with School Principals, projects for Capital Expenditures and recommends priorities.

12) Inspects all buildings and equipment on a regular basis to ensure that all fire and safety regulations are adhered to and as Loss Prevention Officer, conducts seminars ensuring all operations personnel are familiar with fire and safety regulations.

13) Ensures that all W.H.M.I.S., Environmental Waste, P.C.B. regulations are adhered to.

14) Attends seminars, courses, etc. as related to Personnel Development.

15) Acts as Recording Secretary at Board meetings.

16) Is in charge of Divisional Office personnel under the direction of the C.E.O.

JOB DESCRIPTION - SUPERVISOR OF BUILDING AND GROUNDS

Qualifications

1. Appropriate educational background.
2. Demonstrated knowledge of the basic principles of construction, maintenance, security, groundskeeping, custodial operations, and employee safety.
3. At least three (3) years experience in a supervisory capacity in either business, industry, or governmental agency.
4. At least three (3) years experience in the area of planning or maintaining physical facilities.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Responsible To:

Board Secretary/Business Administrator

Supervises:

All custodial, maintenance, security, and groundskeeping personnel.

Job Goal

To provide all students and staff with a physical learning environment that is at once safe, clean, pleasant, attractive, and smoothly functioning.

Performance Responsibilities:

1. Recommends comprehensive short and long range planning and scheduling of maintenance and repair requirements of the district.
2. Conducts a continuing program of staff training, safety awareness, and personnel development.
3. Determines and establishes detailed specifications pertaining to supplies, materials, and equipment for the department.
4. Assists in the preparation of specifications and makes recommendations for all contractual work within the district.
5. Schedules the work of outside contractual firms. Inspects the work performance of such firms and reports to the Board Secretary/ Business Administrator as to the status and completion of such work.

6. Establishes and administers work schedules and procedures for the regular ongoing custodial care and maintenance of all building and grounds owned and/or leased by the Board of Education.

7. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.

8. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of operations.

9. Assigns use of all vehicles for the department and schedules for their maintenance with the appropriate outside vendor. Recommends the purchase of new and/or replacement vehicles and equipment.

10. Maintains such personnel files and other records for the department as may be required.

11. Supervises distribution of departmental supplies, materials, and equipment. Establishes inventory control and an appropriate security system to safeguard these items.

12. Confers on a regular basis with the Board Secretary/Business Administrator regarding custodial and maintenance work and needs.

13. Responds to immediate needs of the appropriate building administrator

14. Such other duties and responsibilities as set forth by the Board of Education and/or the Board Secretary/Business Administrator.

Terms of Employment

Twelve (12) month contract as approved by the Board of Education. All other working terms and conditions of employment established by the Board of Education

Evaluation:

Performance of this job will be in accordance with provisions of the Board's policy on evaluation of administrative personnel.

TITLE: Director of Buildings and Grounds

QUALIFICATIONS:
1. Bachelor's Degree of Engineering or its equivalent.
2. Minimum of five years experience in plant engineering or as a director of buildings and grounds.
3. Holds New Jersey State Fireman's License of at least black seal grade.
4. Holds New Jersey licensing as certified pesticide applicator.

REPORTS TO: The superintendency

SUPERVISES:
1. Maintenance staff
2. Grounds staff
3. Custodial staff

JOB GOAL: To plan and supervise the construction, care and maintenance of all school buildings, grounds and equipment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the work of all maintenance and grounds personnel.
2. Supervises the work of all custodial personnel in cooperation with building principals.
3. Plans and schedules all maintenance and grounds work.
4. Prepares written specifications for bidding contracted work.
5. Inspects all contracted work and purchased equipment and, if satisfactory, approves for payment.
6. Orders and evaluates all materials used for maintenance, grounds, and custodial work.
7. Maintains current files and records of building plans and specifications.
8. Establishes and maintains a program of preventative maintenance.
9. Participates in the planning for construction or renovation of school facilities.
10. Reviews construction plans and makes recommendations of a structural mechanical, maintenance and operational nature.

11. Serves as clerk of the works and provides coordination between and among the architect, contractors and the school administration.

12. Prepares progress reports on construction, renovation, maintenance and custodial work.

13. Supervises the use, testing and selection of custodial supplies and equipment.

14. Makes studies and prepares cost estimates for all maintenance and operation budget areas.

15. Supervises the operation of the district's telephone and communication systems.

16. Provides pick-up, cartage, and delivery services within and without the school district.

17. Recommends and supervises approved systems and procedures for the protection and preservation of the school district's property and equipment.

18. Supervises the rental and public use of all school properties.

19. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months
EVALUATION: According to Board Policy

POSITION DESCRIPTION

TITLE: Director of Facilities Planning

Reports to: Associate Superintendent for Business Affairs

General Responsibilities:

Coordinates facilities planning, including new construction, modernization, and efficient use of school system properties.

Performance Responsibilities:

-Maintains current data for all school system properties.

-Assesses general condition analysis and identified needs of all school plants.

-Maintains a Management Information System pertaining to facilities condition and use.

-Keeps abreast of current trends in school facility planning.

-Coordinates planning for present and future capital improvements projects.

-Serves as liaison between the Instruction Department and architects and engineers on capital improvement projects.

-Collects, interprets, and monitors data impacting the Desegregation Court Order.

-Assists the Associate Superintendent for Business Affairs and the legal counsel with status reports to the court.

-Assists Associate Superintendent for Business Affairs in making best judgement projections for student enrollment.

-Performs other duties as assigned by the Associate Superintendent for Business Affairs.

Qualifications:

Graduation from an accredited college or university with a minimum of a Bachelor's degree with a minimum of five years of successful administrative experience in the area of facilities planning or construction management.

DIRECTOR OF FACILITIES JOB DESCRIPTION JD 2.66

JOB TITLE: Director of Facilities

REPORTS TO: Business Manager

DEPT./SCHOOL: Maintenance

PRIMARY PURPOSE:

Directs and manages all phases of the Maintenance and Operations Departments in such a way as to ensure safe and efficient operations.

QUALIFICATIONS:

Minimum Education/Certification:
Bachelor's Degree in related field or extensive management experience in large organization.

Special Knowledge/Skills:
Extensive organizational skills.
Skills in dealing effectively with both professional and trades people.
Ability to analyze complex problems and effect the solution most favorable to the District.

Minimum Experience:
Five years successful administrative experience.

MAJOR RESPONSIBILITIES AND DUTIES:

I. INSTRUCTIONAL MANAGEMENT

1. Ensure that the maintenance and operations functions are supportive of instructional goals and objectives of the District.

II. SCHOOL/ORGANIZATIONAL CLIMATE

2. Use management style that promotes cooperation, teamwork and collaborative decision making among staff members.

III. SCHOOL/ORGANIZATIONAL IMPROVEMENT

3. Develop effective goals for departments under supervision consistent with district goals and objectives.

4. Encourage and promote effective incentive and recognition programs for outstanding employee performance.

5. Keep Business Manager informed on pertinent information concerning maintenance and operation departments and facilities.

6. Develop and maintain positive employee morale.

7. Work cooperatively with others to meet needs essential to the success of schools.

IV. PERSONNEL MANAGEMENT

8. Define and evaluate job performance expectations of subordinate staff.

9. Develop training programs for employee improvement.

V. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

10. Keep informed of and comply with all State and Federal requirements pertaining to maintenance and operations including hazardous materials and energy conservation.

11. Propose and monitor realistic budget for departments.

12. Provide leadership and management for a safe and efficient maintenance, custodial, warehouse and grounds function throughout the District.

13. Assess campus needs and communicates them to supervisors so that prioritization occurs in addressing problem areas.

VI. STUDENT MANAGEMENT

14. Acknowledge employees who model appropriate behavior to students.

VII. SCHOOL/COMMUNITY RELATIONS

15. Demonstrate awareness of District/Community needs and initiate activities to meet those identified needs.

VIII. PROFESSIONAL GROWTH & DEVELOPMENT

16. Use information and insights provided through assessment instruments, the District appraisal process, evaluative feedback from line supervision, and professional development programs to improve performance.

17. Provide leadership in addressing challenges facing the profession; pursues professional developmental activities; disseminates ideas and information to other professionals.

Job Description
Director of Facilities

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of mechanic, exterminator, secretarial, supervisory positions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

JOB DESCRIPTION

TITLE

DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent for Support Services in Education

2. Directs all personnel in the Office of Facilities Planning and Construction to ensure that remodeling and new construction projects proceed in a timely and efficient manner

3. Operates and manages the Office of Facilities Planning and Construction within a cooperative and mutually supportive unit which values the ideas and thoughts of teachers and administration in the development and design of educational specifications and preparation of construction documents.

SPECIFIC RESPONSIBILITIES

1. Represents the school district in all matters pertaining to new construction, renovation, and the remodeling of school district facilities working with the architect or engineer whenever such professional services are required for a specific project

2. Insures that the development of educational specifications for new construction and remodeling result from an identification of programmatic need through input and coordination with various user groups.

3. Has responsibility for contract management, payment disbursements, and change-order documents as a representative of the Superintendent

4. Establishes and supervises project schedule for planning and construction

5. Makes periodic inspection of projects underway to note contract compliance, the observance of safety regulations, and reports discrepancies to the project architect or engineer responsible for corrective action

6. Attends all bid openings for construction projects, reviews bid-award and makes recommendations prior to submission to the Superintendent

7. Serves as district contact person for Department of Education for school facilities matters

8. Evaluates projects and services of planning and construction professionals under contract to the Board or as potential contract relationships

9. Approves all school facility reports and documents prior to being submitted to the Department of Education

10. Prepares School Board agenda items related to school facilities and construction projects

11. Directs and supervises employees involved in architectural design, project management, educational specifications and contractor prequalification

12. Responsible for maintaining architectural and engineering construction plans for the District

13. Seeks information from the Department of Maintenance and Operations in developing and updating construction specification for remodeling, renovating and new construction

14. Develops construction specifications consistent with efficient life cycle analyses, energy efficiency standards, and conducts evaluations of past prototype schools

15. Responsible for maintaining an annual inventory of relocatable school housing units whether leased, district, or federally owned

16. Plans and coordinates the activities of Department of Education staff involved in the Five Year Facility Survey, spot surveys as needed and participates in the designation of project funds to comply with all Federal, State and local guidelines and regulations

17. Performs other duties as assigned by the Assistant Superintendent for Support Services in Education.

SUPERINTENDENT OF PLANNING AND PLANT

A. PLANNING
Duties and Responsibilities

1. To provide general supervision of the Planning and Operational Services Departments.

2. To serve as a member of the Executive Committee.

3. To prepare reports to the Board as required.

4. (a) To be responsible for the acquisition and disposal of school properties in consultation with the Superintendent of Business.

   (b) To be responsible for identifying needs for new school facilities in consultation with the Superintendent of Business.

5. To take care of legal matters relating to the Planning and Operational Services Departments and the Plant Department.

6. To act as one of the Board's designated Signing Officers.

7. To supervise the preparation of comprehensive reports on:

   (a) Rezoning Applications
   (b) Plans of Subdivisions
   (c) Area Studies
   (d) District Studies

8. To be responsible for the preparation of annual enrolment projections by school and grade.

9. To be responsible for surveys as may be required to establish pupil yield.

10. To be responsible for monthly and yearly enrolment and attendance reports required by the Metropolitan Toronto School Board and the Ministry of Education.

11. To identify temporary and long-term attendance areas.

12. To maintain records of all new residential buildings under construction.

13. To provide the public with information on attendance areas and courses. This responsibility is shared with the Public Relations Office.

14. To provide information with regard to:

    (a) changes in attendance areas
    (b) proposed new schools and additions
    (c) the effect proposed developments will have on school accommodation

15. To maintain liaison with the Separate School Board.

16. To be responsible for the operation of the Optional Attendance Area policy.

17. Textbooks - Liaison with the Program Department in preparing textbook lists for Board approval
    - approval of requisitions for textbooks in liaison with the Superintendents of Schools

18. Revision and up-dating of Principals' Handbooks in co-operation with principals and superintendents of schools.

19. Approval for school closings, openings and re-openings.

20. Liaison with provincial and municipal levels of government concerning infant and child care.

B. PLANT
Duties and Responsibilities

21. To provide general supervision of the Plant and Maintenance Department.

22. To make periodic inspections of all Board properties.

23. To co-ordinate the preparation of the educational specifications for new schools, additions and renovations.

24. To be responsible for the preparation of the annual Capital Program and the Three and Five Year Capital Estimates.

25. Other responsibilities as may be assigned.

V.

Food Service

TITLE: Food Service Director

QUALIFICATIONS:
1. Demonstrates aptitude for successful performance of the tasks required in School Food Service Program.
2. Education of the following would be as plus:
   a) One years experience in child nutrition.
   b) College Baccalaureate Degree.
   c) Formal training in the following areas:
      a) Sanitation/Safety
      b) Technical Training
      c) Management Training
      d) Electives

REPORTS TO: Business Manager

JOB GOAL: To serve the students attractive and nutritious meals in an atmostphere of efficiency, cleanliness, and warmth.

Specific Performance Responsibilities:
1. Implements planned quality menus incorporating time-saving production techniques, effectively merchandising, and nutrition education activities.
2. Assumes responsibility for receiving, storing, handling, preparing, and serving of food according to established standards.
3. Assures that sanitation and safety practices in all phases of the school food service operation meet established standards.
4. Maintains a required system of accountability.
5. Plans schedules and work assignments, trains, supervises, and evaluates food service staff according to established procedures.
6. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner.
7. Involves students, staff and community in school food service activities.
8. Communicates concerns to the Business Manager about policies and procedures relating to all food service employees.
9. Directs preparing and serving of meals for special functions and community activities.
10. Implements a professional growth plan for himself/herself.
11. Manages the program in accordance with federal and staff requirements.
12. Assumes other duties as requested by the Business Manager.
13. Confers with the Business Manager regarding any personnel problems.

14. Reports immediately to the principal/business manager any problem or accident occurring in the kitchen or the cafeteria premises.
15. Orders on a timely basis all necessary supplies.
16. Supervises the recording of all requisitions from the storeroom, and records all meals served.

TITLE: Food Services Manager

QUALIFICATIONS:
1. Certificate, license, or other legal credential required.
2. Degree(s) required and area of major study.
3. Kind and amount of prior job experience required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business/Board Secretary

SUPERVISES: Cafeteria Staff

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Administers the departmental budget.
2. Purchases and maintains an inventory of all foods, supplies and equipment.
3. Standardizes cafeteria accounting procedures in cooperation with the district's business office.
4. Cooperates with audits of cafeteria accounts through approved auditors.
5. Standardizes prices charged for various types of lunches, including the price of milk.
6. Plans and supervises the preparation and serving of menus at all schools.
7. Informs the public, through the local press, of planned lunch menus on a weekly basis.
8. Plans and checks all menus for school lunches and special dinners.
9. Standardizes as much as possible the size of portions served as related to lunch type.
10. Administers federally funded lunch and milk programs.
11. Provides assistance and suggestions for the preparation and serving of government surplus food.
12. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
13. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operation.

14. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.

15. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.

16. Administers personnel policies and evaluates cafeteria managers and head cooks.

17. Standardizes personnel policies, levels of cleanliness, health and safety.

18. Interviews, screens, and recommends appointment of all cafeteria personnel.

19. Checks all food service personnel payrolls.

20. Checks all bills and purchase orders for accuracy before presenting them to the business manager for payment.

21. Makes all applications for federal subsidies.

22. Makes distribution of all federal funds to various school lunch and school milk programs.

23. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.

24. Plans disposition of government commodities as part of the ongoing food service program.

25. Checks all government reimbursements.

26. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.

27. Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items such as bread, milk, and canned goods.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

DIRECTOR OF FOOD SERVICE

Reports to:

Assistant Superintendent for Administration

Supervises:

All school lunch personnel

Role:

To develop and administer a total school lunch program

Performance Responsibilities:

1. assure compliance with all laws and all board of education policies and regulations of the superintendent related to the school lunch program
2. plan, direct and supervise the total school lunch program
3. advise the administration in the formulation of policies, procedures and plans for the operation of the program
4. coordinate bid procedures and the purchase of foods, supplies and equipment
5. direct the preparation of the school lunch program budget for current and long-range expenditures
6. advise the administration of capital outlay necessary for equipment
7. determine staff needs and make recommendations regarding hiring
8. direct the recruiting, screening, orientation, training, and placement of staff
9. evaluate school lunch personnel in accordance with the board of education's policy on evaluation
10. establish accounting procedures with direction from the assistant superintendent for administration and the district auditors and maintain records necessary for sound financial control
11. prepare and analyze reports relating to school lunch program activities

DIRECTOR OF FOOD SERVICE, continued

12. consult with architects and builders on layouts for alteration or construction of school kitchen and cafeterias

13. work with individuals and groups in the school and community in providing information which will foster an understanding of, and an improvement in, the school lunch program

14. perform such other responsibilities as assigned by the assistant superintendent for administration.

TITLE: Director of Food Service

QUALIFICATIONS:
a. High School diploma
b. Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable.

REPORTS TO: Business Manager

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:
a. Prepares and administers the food service budget.
b. Purchases and maintains an inventory of all foods, supplies, and equipment.
c. Standardizes prices charged for various types of lunches, including milk.
d. Plans and supervises the preparation and serving of menus at all buildings.
e. Informs the public, through the local press, of planned lunch menus on a regular basis.
f. Plans and checks all menus for school lunches and special dinners.
g. Supervises the planning and preparation of any special meals required for district-sponsored events.
h. Standardizes as much as possible the size of portions serves as related to lunch type.
i. Provides assistance and suggestions for the preparation and serving of government surplus foods.
j. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
k. Visits all lunchrooms as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
l. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
m. Administers personnel policies and evaluates all food service employees.
n. Interviews, screens, and recommends appointment of all food service personnel.
o. Reviews all bills and purchase orders for accuracy before presenting them to the business manager for payment.
p. Makes all applications for federal subsidies.
q. Makes application for government surplus food for school cafeteria use, and directs its distribution.
r. Plans disposition of government commodities as part of the ongoing food service program.
s. Reviews all government reimbursements.
t. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
u. Reviews all applications for free and/or reduced price meals and milk.

TITLE: Director of Food Services

QUALIFICATIONS: Bachelor's degree preferred with experience in food services

REPORTS TO: Director of Administrative Services

JOB GOAL: To provide leadership in developing and maintaining the district food services operation

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Serve as a source of current information regarding school district food service operations.
2. Interview and recommend the employment of food services personnel.
3. Maintain a training program for new food services personnel.
4. Provide staff services to the school board's finance committee and public meetings of the school board, upon request, and attend all system-wide administrative council meetings.
5. Food Service purchasing, vendor payments, inventory control, U.S. Government donated commodities, lunch price recommendations, and financial control to insure a self-sufficient operation.
6. Set standards for cleanliness and sanitation of food, equipment and personnel in accordance with all mandated requirements.
7. Menu planning to meet USDA nutritional requirements and food preparation to insure high quality lunches.
8. Meet and cooperate with school building principals to insure high quality and service.
9. Visit cafeterias daily to observe food preparation and serving.
10. Meet regularly with cafeteria managers.
11. Oversee yearly contract for National School Lunch Program, prepare state reimbursement claims and insure that the district is in compliance with all state and federal regulations.
12. Government agency inspections and audits.
13. Perform such other tasks as may from time to time be assigned by the Director of Administrative Services.

JOB TITLE: **Director of Food Services**

ORGANIZATIONAL UNIT: Central Administration

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Associate Superintendent for Business

Supervises: Food Service Supervisor
District Record Clerk
Secretary
Building Food Service Managers

LENGTH OF CONTRACT: 210-day assignment

SALARY GRADE: One

GENERAL RESPONSIBILITIES:

The Director of Food Services plans, organizes, supervises, and evaluates the district food services program. This person is responsible for providing the necessary supplies, equipment, commodities and personnel to meet the requirements of the district's food services program.

SPECIFIC DUTIES:

1. Supervises preparation and serving of meals to students and staff through the food service supervisor and building food service managers.
2. Prepares and administers the budget for all elements (food, labor, supplies, and equipment) of the food services program. Establishes and supervises proper accounting procedures.
3. Serves as district sponsor of the national school lunch program. Responsible for interpretation of regulations, implementation of program utilization of government commodities, and preparation and filing of required reports.
4. Determines personnel needs; reviews applications, interviews candidates, and recommends employment.
5. Evaluates food services staff through informal conferences as needed and an annual formal performance review.
6. Prepares and conducts formal training programs and directs a continuing program on sanitation and safety education.
7. Interviews vendors representatives, reviews current market prices, and participates in other appropriate activities to obtain food product information.
8. Meets with professional staff and representatives of community groups to arrange for menus, staff, and facilities for community utilization.
9. Maintains level of professional competence through participation in regional, state, and national workshops, meetings, and seminars.
10. Performs other tasks assigned by Associate Superintendent for Business.

Position Description

TITLE: Food Service Director

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution in business or restaurant and hotel management with emphasis in the areas of accounting, nutrition, institutional administration.

2. At least five (5) years experience as a food service manager in a school, hospital, industrial or other large-scale multi-site food service operation.

3. Experience demonstrating specific software skills in: spreadsheet applications and word-processing.

4. Such alternatives to the above qualifications as the Framingham School Committee shall deem appropriate.

REPORTS TO:

Director of Financial/Computer Operations

JOB GOALS:

This position functions primarily as the top administrator of the Food Service Department, but parallels the position of the Director of Financial/Computer Operations by assisting in the business functions of that role.

The major purpose of the School Food Services Program is meal planning in order to serve nutritionally balanced, appetizing meals at a reasonable cost, under the most sanitary conditions to as many children as possible.

To major purpose in assisting the Director of Financial/-Computer Operations is in the areas of accounting, budgeting, and procurement/purchasing as related to functioning of the Food Services Department and as defined in the Position Description of the Director of Financial/Computer Operations.

Position Description

TITLE: Food Service Director

SUPERVISES:

Office Staff and Cafeteria Managers

PERFORMANCE RESPONSIBILITIES:

A. FOOD SERVICE RESPONSIBILITIES

1. Menu Planning

a. Plans and supervises the preparation of menus at all schools.

b. Develops menus using nutrition principles prescribed for the Type A Pattern lunch; providing one-third of U.S.D.A. established daily dietary requirements.

2. Meal Preparation and Service

a. Oversees the preparation and presentation of meals in all schools to assure high quality.

b. Inspects school lunch facilities and operates to insure that standards of diet, cleanliness, health, and safety are being maintained.

c. Recommends price changes for a la carte items and meals when necessary.

3. Food/Supplies Procurement

a. Prepares bid documents for food and supplies items under M.G.L Chapter 30B.

b. Applies for government surplus food for the school cafeteria use, and directs its distribution and transfer.

c. Requisitions food and supplies based upon quality and price.

d. Maintains perpetual inventory of storeroom supplies.

Position Description

TITLE: Food Service Director

PERFORMANCE RESPONSIBILITIES:

B. BUSINESS RESPONSIBILITIES

1. Prepares and submits bi-weekly computerized payrolls and other expenses for School Committee approval. Works with Payroll and Accounts Payable Departments to secure all appropriate payroll and expense reports.

2. Maintains the accounting system to prepare monthly statements for submission to the State Department of Education.

3. Prepares annual budget for department including salaries, foodstuffs, new and replacement equipment, and repairs.

4. Assists in the design and layout of new cafeterias and the specifications for purchasing of equipment as necessary.

5. Oversees the automating of as many functions of the Food Service Department as is feasible.

6. Cooperates with the Director of Financial/Computer Operations in areas paralleling those of the Food Service Department within the Business Operations Departments: Payroll, Accounts Payable and Personnel.

7. Serves as Director of Financial/Computer Operations in his or her absence.

8. Performs other duties as assigned by the Director of Financial/Computer Operations.

C. RELATIONSHIPS

1. Assists Personnel Department in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his/her jurisdiction.

2. Maintains cooperative relationships and open communication with those holding similar positions in other districts in the region and state, to investigate and implement improvements and efficiencies in Food Service.

3. Reports to management on progress in participation, resource utilization, and production performance.

4. Performs additional duties as assigned by the Superintendent of Schools.

Position Description

TITLE: Food Service Director

PERFORMANCE RESPONSIBILITIES:

TERMS OF EMPLOYMENT:

Ten (10) month year as established by School Committee.

Salary will be set at

EVALUATION: Performance of this job will be evaluated annually by the Director of Financial/Computer Operations.

JOB DESCRIPTION

DIRECTOR OF FOOD SERVICE

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent, Business Affairs

2. Supervises the activities of the Food Service Program.

SPECIFIC RESPONSIBILITIES

1. Administers the National School Lunch and Breakfast Programs in compliance with Federal regulations, State board rules and School Board policies

2. Prepares the district food service program budget and implements systems for financial management and control of program revenue and expenditures

3. Plans, directs and evaluates the management of food service systems to insure quality in the distribution, storage, production, merchandising and service of food

4. Develops policies for staffing and criteria for new positions, makes recommendations for the hiring of new employees and the evaluation of staff performance

5. Plans and administers a comprehensive system to provide employee training, professional growth and high morale

6. Plans, implements and evaluates a system for procurement, receiving, storage and distribution of food, equipment and supplies

7. Participates in facility planning, equipment specification and selection for new and renovated schools

8. Provides leadership in the development and implementation of nutrition education experiences for students, teachers and food service employees

9. Identifies program needs, establishes program goals, monitors program activities, and evaluates program effectiveness

10. Administers a system for providing technical assistance to schools in all phases of food service including: food production, work simplification, staffing, work schedules, menu changes, special meals, equipment selection, use and care, inventory control, employee evaluation, cash control and methods of cost containment

11. Supervises the activities of the Area Food Service Supervisors, Roving Managers and the Office Manager

12. Performs such other duties as assigned by the Assistant Superintendent, Business Affairs.

Position Description

Position: Director of School Food and Nutrition Services
Department: Department of Business and Facilities
Division: Food and Nutrition Services
Reports to: Assistant Superintendent of Business and Facilities

General Summary

This position is responsible for organizing and directing a Division responsible for a program that provides nutritiously acceptable meals for the Memphis City Schools students and staff. Further, the position ensures the division is fiscally solvent. The position coordinates nutrition education training and staff development activities to enhance nutrition/health program development and performance.

Principals Duties and Responsibilities

- Directs the activities of the Food and Nutrition Services Division.
- Ensures that the Division is adequately staffed with qualified personnel, establishes with subordinates specific goals and objectives, and evaluates performance accordingly.
- Ensures that income from government sources and from sales of meals equal outlays for salary, food, supplies, and equipment.
- Aware of current price levels for major food items and ensures that MCS takes advantage of lower prices when available and be prepared to adjust menus to accommodate such quantity purchases.
- Ensure that nutritious, appetizing meals are offered within Federal and State nutrition guidelines and approve menu changes.
- Explores creative approaches to meal selection and new marketing concepts.
- Prepares grant applications for Federal and State funds.
- Ensures the meal service reports are submitted in an accurate and timely manner so reimbursement is not jeopardized.
- Provides a linkage between the Food and Nutrition Services program and other Divisions.
- Receives and discusses recommendations from the Youth Advisory Council on menus and food service delivery.
- Stays within a limited budget and maintain participation consistency.
- Competes with outside influences through effective marketing.
- Manages people in many locations.
- Disciplines staff and resolves grievances within MCS guidelines and/or union contract specifications.
- Develops Division budget with appropriate approval.
- Initiates purchase of required food and supplies.

- o Access to personnel files of employees supervised directly.
- o Knowledge of large scale food service operations, business principles, budgeting and purchasing techniques, nutritional requirements in food values, supervisory methods, and marketing techniques for cafeterias.
- o Familiar with data processing applications in food services and menu planning.
- o Ensures that nutritional standards are met through proper menu planning and food preparation.
- o Ensures that health and safety standards are maintained through proper food handling and preparation.
- o Encourages interest in nutrition and proper eating habits through nutrition education and related curriculum development.
- o Ensures timely delivery of meals through management of personnel and efficient planning and purchasing methods.

Supervisory Responsibilities

The incumbent accomplishes accountabilities through the following subordinates:

Operations Consultant: Serves as general assistant. This position is responsible for personnel training, school cafeteria management, planning and developing marketing and merchandising programs.

Coordinator: Assists in the division's budget preparation, cost projections, and operational analyses and ensures that the clerical staff, catering, and facilities equipment are functioning properly.

Menu Planning and Development Consultant: Ensures the availability of quantity and quality controls involved in providing nutritious meals to students. Plans menus for customer acceptance meeting the dietary guidelines.

Nutrition Educational Training Consultant: Provides nutrition education instruction, curriculum, and program development. Supervises training staff and manages Nutrition Resource Center.

Hours of Work and Working Conditions

The hours of work are 40 hours weekly for twelve months. However, the Director is on call at all time for emergencies that arise in school cafeterias. It is frequently necessary to work extended time for special meal functions, board meetings and school activities. Travel for meetings related to Child Nutrition Programs is required.

Qualifications and Training

Minimum of Master's Degree in Home Economics with a concentration in Dietetics, Nutrition, or Institutional Food Management. State certification required.

Minimum of five years of direct experience in food service or some related area of food and/or nutrition management. A minimum of three years of supervisory experience required.

Must be physically able to perform all duties required of the position.

TITLE: Cook

REPORTS TO: School Lunch Manager

SUPERVISES: Food Service Helper

JOB SUMMARY: This is a food service position involving the responsibility for the preparation, cooking and serving of hot and cold food items to students, faculty and staff in a school setting. Food is prepared in accordance with established district menus. The Cook may plan menus, complete food requisitions and maintain inventory records. When assigned to an educational facility, the Cook may be the responsible food service employee in an elementary, junior or senior high school. Direct supervision is exercised over Food Service Helpers.

The Cook is responsible for maintaining high standards of food preparation and cleanliness as established by the School Lunch Manager. The School Lunch manager makes assignments as required and relies upon the Cook to carry out the assignments in accordance with established procedures. Is able to follow verbal and written instructions of the School Lunch Manager and do related work as required.

DESCRIPTION OF WORK AND DUTIES

Evaluation and Supervision

Supervises the activities of the Food Service Helpers who assist in preparing, portioning, and serving meals according to menus and in quantities sufficient for the students and staff to be served.

Records and Reports

1. Assists the School Lunch Manager as necessary in the preparation of the reports and records.

2. Assists in the keeping of records such as cash receipts, perpetual inventory, and food production.

3. Keeps and submits payroll records to the School Business Administrator.

Communications with Other Groups

Works effectively and cooperatively with all community and district groups using the district facilities.

Cafeteria

1. Obtains supplies from storerooms as needed.
2. Prepares main dishes, soups, vegetables, etc. as required. Helps make sandwiches, salads, desserts, rolls, etc. as assigned.
3. Confers with Manager on the amount to be prepared.
4. Helps in counter set-up and service.
5. Checks temperature, flavor, and texture of food before serving.
6. Checks and replenishes supplies of food between serving lines.
7. Puts away leftovers and confers with Manager on their use.
8. Cleans equipment after use.
9. Assists in other cleaning activities whenever and wherever needed.
10. Checks menu ahead and lays out frozen foods to defrost or make any other advance preparations needed. Too early preparation, however, must be avoided. Care and careful planning should be taken to insure preparation of sufficient amounts needed but over-production is wasteful.
11. Leaves the kitchen clean and in good order when leaving.
12. Operates and cares for kitchen equipment requiring attention to safety such as steam kettles and slicers.

ADMINISTRATION AND MANAGERIAL DUTIES AND FUNCTIONS

A. The School Lunch Manager requires incumbent to carry out assignments in accordance with established procedures and policies.

B. Keeps the School Lunch Manager informed of any unusual occurrences that may involve further complications.

C. Participates in the district's School Lunch evaluation program.

D. Performs other duties as may be assigned by the School Lunch Manager.

PERSONAL REQUIREMENTS

Good knowledge of the proper methods for preparing and serving quality food in large quantities and for storing and preserving food; good knowledge of the proper care and operation of kitchen utensils, equipment, and appliances; good knowledge of the principles of nutrition and a balanced diet; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of the use and application of cleaning supplies for appliances, equipment, and food preparation and serving areas; ability to plan, assign, and review the work of others; ability to follow menus and recipes and simple oral and written directions; ability to prepare, serve, preserve, and store food with proper regard to sanitary and safety principles; ability to plan and prepare menus; ability to work under time constraints and to meet food production schedules; ability to deal effectively with students, faculty and staff; record keeping ability; willingness to work in a kitchen; health commensurate with the demands of the position.

Possesses even temperament and ability to comprehend and carry out the objectives of the position in a way conducive to good personal relationships. Also possesses good judgment, good moral character, personal cleanliness, is courteous, neat, cooperative, tactful, dependable, honest and loyal.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma.

Two (2) years of full-time or its part-time equivalent paid work experience in the preparation of food on a large scale.

Knowledge of F.D.A. requirements. Knowledge of quantity food preparation, usage and care of institutional equipment necessary in performing duties.

Position Description

Position: Dietitian (Nutrition Education)
Department: Department of Business and Facilities
Division: Nutrition Services
Reports to: Nutrition Education and Training Supervisor

General Summary of Position

This position is responsible for planning, coordinating, implementing and monitoring nutrition education programs for the school community.

Principal Duties and Responsibilities

- o Reviews and assists with the development of nutrition education goals and objectives which are in accordance with state and federal guidelines.
- o Establishes new nutrition education programs which are designed to motivate good nutrition for the school community.
- o Integrates accurate nutrition information into the curricula of other academic disciplines including science, health, physical education, home economics and social studies.
- o Distributes nutrition education materials which may include information concerning health promotion, special nutrition projects and resource manuals to the school community, as well as allied health community agencies.
- o Teaches nutrition education to students in grades K-12, teachers and other adults in the school community.
- o Maintains a reference library of current nutrition education resource materials that will be used in developing curricula for nutrition education.
- o Develops, implements and evaluates nutrition education programs to meet the needs of the school community.
- o Designs and implements nutrition education materials for food service programs.
- o Provides effective nutrition education sessions to improve the quality of service and meet the changing needs of food service.
- o Works with other departments and divisions to promote quality food service, nutrition education and the well-being of the school community.
- o Maintains current information of food service technology and nutrition education advances.
- o Provides consultation services for the development and implementation of special nutrition projects funded by local, state and federal grants.
- o Assists with writing, coordination and implementation of grant funded nutrition education projects.
- o Assumes additional responsibilities as requested by the Director of Nutrition Services.
- o Provides nutrition assessments for children who possess special dietary needs.

Personnel Supervisory Responsibilities

This position has no supervisory responsibilities.

Hours of Work and Working Conditions

o Located at the Messick Nutrition Education and Training Center.
o Works a 40-hour week.
o Term of employment is (10) months per year.

Qualifications and Training

This position requires a minimum of a Bachelor's Degree level Registered Dietitian. Maintenance of National Registration and State Registration Licensure is required. Must have academic knowledge of quantity school food service operations and procedures related to Federal and State nutrition guidelines. Minimum work experience of two years in an educational or clinical dietetic setting.

Approved

The statements outlined in this position description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills that may be assigned by the immediate supervisor.

VI.

Maintenance and Operations

POSITION DESCRIPTION: Plant Engineer

SUMMARY: The Plant Engineer is responsible for the complete operation and maintenance of the School buildings, grounds, and power plant. The Plant Engineer, or his designee, must be available at all times throughout the entire year to deal with any problems concerning the buildings, grounds, and power plant at the School.

This position reports to the Buisiness Manager/Treasurer. Among the specific duties are:

GENERAL FUNCTIONS:

- Responsible for the direction and supervision of all custodial, maintenance, security, and grounds-keeping personnel and drivers employed by the School

- Responsible for becoming thoroughly familiar with all aspects of maintenance as it pertains to the buildings, grounds, and power plant at the School. Organizes and implements required orientation programs on proper operation and maintenance of School facilities for departmental personnel

- Assists in the recruitment, employment, assignment, transfer, promotion, demotion, discipline, or dismissal of property services personnel

- Maintains proper schedules of work routines for the departmental personnel

- Assists in the preparation of the budget for maintenance, grounds, security, and custodial supplies and equipment, as well as other related functions.

- Analyzes and recommends, where appropriate, the purchase of necessary equipment and supplies

- Organizes, implements, and supervises a program of preventive maintenance

- Supervises the upkeep of School maintenance equipment. Where appropriate, makes recommendations for changes and modifications to machine and equipment, including motor vehicles

- Directs the maintenance of all buildings and grounds as to cleanliness and safety

- Responsible for proper operation of the air conditioning plant and emergency generator. Where required, will set up proper orientation in this equipment for those persons involved in the ongoing day-to-day operation and maintenance of the equipment

- Directs the preparation of playing fields, grounds, and other necessary facilities for athletic and other School activities

- Receives, stores, and issues all maintenance and grounds materials, supplies, and equipment

- Coordinates vacation schedules for departmental personnel

- Participates in the development of general policymaking concerning the Regional School's operation

- Participates in the preparation of proposals and counterproposals relative to collective bargaining. Functions as a member of the School's negotiating committee

- Conducts periodic inspections of all School facilities to ensure proper fire and safety procedures

- Reviews on a regular basis all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate

- Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing any final payment

- Works cooperatively with the appropriate department in ensuring that all District vehicles used for plowing the parking lots are in operating condition

- As required, reports regularly to the Superintendent/Director and/or his/her designee on the condition of the plant and the making of any appropriate recommendations. Maintains all required records

- Responsible for receiving, cataloging, and properly utilizing any material or property donated to the School by the local merchants and/or community people

- Responsible to ensure that operation and maintenance costs are maintained at budget levels

- Responsible for assuring that the plant operates in accordance with state and federal laws

- Responsible for the proper operation of the pneumatic automatic temperature control system

- Responsible for supervising and directing the proper maintenance of the plumbing, heating, ventilating, air conditioning, and electrical systems of the School. Coordinates all maintenance needs with appropriate department

- Responsible for the day-to-day operation of the physical plant

- Submits monthly report on energy consumption to School Committee

- Submits monthly report on department overtime to School Committee

- Coordinates the use of facilities by outside groups

- Assign department personnel to cover rental activities

- Inspect the Marine Industries building on weekends for custodial and maintenance needs

- Monitor and if needed adjust the Marine Industries heating plant

- Coordinate the pickup of donated material and assign driver and helpers

- Maintains the school's master clock and bell schedule

- Supervise and respond to the Security Guard on weekends

- Supervise and assign Steam Engineer's work shifts

- Coordinates the safety committee and meetings

- Energy coordinator

Maintenance Supervisor

Direct the operation of the physical plant department, including building maintenance, grounds maintenance and custodial services. Exercise independent judgement subject to evaluation of results.

QUALIFICATIONS:

1. High school diploma or equivalent
2. Five years full-time experience as a journey tradesworker and three years experience in a supervisory capacity.
3. A college degree in mechanical or electrical engineering may be substituted for up to two years of field experience.
4. Other related work experience may also qualify for consideration.
5. All work experience should relate to large-scale physical plant operation and maintenance, with institutional experience being the most desirable.

RESPONSIBILITIES:

1. Schedule and supervise maintenance workers in repair, installation, maintenance and alteration of buildings and physical plants.
2. Establish priorities and construction, maintenance, and operation schedules in order to maximize use of personnel and material.
3. Review and schedule work orders and maintenance requests for all crafts and balance manpower requirements with manpower availability.
4. Schedule and supervise grounds keepers in the maintenance and improvements to grounds and equipment.
5. Schedule and supervise preventive maintenance on buildings and facilities.
6. Schedule and supervise custodial staff during non-school time frames (ie. summer months etc.) and act as second line supervisor during normal school time frame.
7. Responds to School District emergencies after hours and/or weekends.
8. Evaluate and purchase maintenance supplies, grounds supplies and custodial supplies and equipment.
9. Train and review actions of personnel; make appropriate recommendations regarding such personnel matters as selection, discipline and termination.
10. Provide technical assistance to administrative departments on problems related to existing facilities.
11. Assist in building inspections and data collecting to determine necessary repairs/improvements.
12. Assist in developing a budget for the department.
13. Assist in developing departmental procedures and policies.
14. Act upon leave requests and maintain time reports and leave records.
15. Maintain a safety program as required.
16. Enforce safety rules and regulations.
17. Establish standards of work skills, equipment and materials for the department.
18. Provide assistance and services to other departments as needed.
19. Perform related duties as required.

TERMS OF EMPLOYMENT:

* 260 day work year with one to four weeks of vacation
* Salary range:

MAINTENANCE/GROUNDS SUPERVISOR

Qualifications:

1. Experience as a school maintenance person.
2. Experience and knowledge in basic maintenance and grounds, such as carpentry, electricity, HVAC plumbing, grounds care, etc.
3. Have worked in a school system for no less than five years.
4. Be able to supervise people in this field.

Reports To: Assistant Superintendent for Busines

Job Functions:

1. Be responsible for general maintenance, security and condition of all district buildings, grounds and maintenance equipment, trucks, mowers, etc.
2. Be responsible for the general supervision of all maintenance and grounds personnel.
3. Recommend to the Business Administrator the employment or termination of all maintenance/grounds personnel.
4. Develop and instruct a maintenance program for maintenance/grounds personnel.
5. Work with Business Administrator to develop budgetary needs.
6. Make periodic inspection of equipment, grounds and buildings in district.
7. Develop inventory system for equipment and tools as well non-instructional supplies and equipment.
8. Keep Business Administrator informed of the status of these activities and responsibilities.
9. Monitor contracted maintenance service.
10. Sit in on site meetings to gain of knowledge of buildings and additions.

Administration ***2123.24***

Operations and Maintenance Coordinator

The primary responsibility of the Operations and Maintenance Coordinator shall be to provide continuous supervision and the necessary expertise for all aspects of the physical school facilities.

The Operations and Maintenance Coordinator shall adhere to established School Board Policies and Administrative Regulations and is directly responsible to the Business Administrator.

Responsibilities:

1. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, and dismissal of maintenance and operations personnel.
2. Organize and implement an in-service program on the proper operation and maintenance of school facilities for departmental personnel.
3. Schedule work routines for maintenance and operations personnel.
4. Develop and manage themaintenance and operations budget.
5. Prepare bid specifications for items relating to maintenance and operations of all school facilities.
6. Authorize the purchase of necessary equipment and supplies required for the maintenance and operations of school facilities.
7. Design, organize and implement a preventive maintenance program.
8. Plan district custodial services and assist with the evaluation of the daily performance of these services.
9. Prepare work schedules for maintenance personnel and make daily work assignments.
10. Supervise the overall maintenance and operation of all buildings and grounds including mechanical and electrical operating systems.
11. Conduct periodic inspection of all school facilities to insure fire and operational safety.
12. Supervise and inspect work performed by outside contractors and verify that the contract terms have been fulfilled.
13. Provide construction management and supervision for all district building programs.
14. Establish appropriate maintenance, groundskeeping and custodial requirements for each building.

Operations and Maintenance Coordinator

15. Develop and maintain files for all building. These files should contain blueprints, plans, specification, contracts, bids and other pertinent information relative to building construction, maintenance and operation.

16. Participate in a process of developing architectual and mechanical plans for renovations and new construction.

17. Provide environmental management and maintain proper records on environmental issues.

18. Management of district-wide Energy Management Program.

19. Perform any other duties as assigned by the Business Administrator.

Approved: DISTRICT SUPERINTENDENT

DOC: 0045P

POSITION DESCRIPTION

TITLE: Administrative Director of Maintenance

Reports to: Associate Superintendent for Business Affairs

General Responsibilities:

Directs and supervises the maintenance operation of the school system. Provides leadership in planning, managing and evaluating the operation of the Maintenance Division. Responsible for providing safe physical environment for students, employees and public and to have every school operational each school day.

Performance Responsibilities:

- Directs
  a. planning, scheduling, and implementation of repairs and/or replacement to all school board physical plants, grounds, and equipment.

  b. programs that process, plan, and schedule work to be performed; as well as establishing methods and procedures for performing above said work.

  c. and supervises the maintaining of a management information system which provides a means of accountability and evaluation.

  d. the planning, scheduling and implementation of a preventive maintenance program for school board facilities and equipment.

  e. the supervision of janitorial services rendered each school, and the recommendations of appointments of all maintenance and custodial employees.

  f. the training of employees and the evaluation of employee performance.

- Plans, establishes, and collaborates in the development of a maintenance budget to maintain and/or replace all School Board property and equipment.

- Performs related duties as assigned by the Assistant Superintendent, from whom he receives general supervision.

Qualifications:

Graduation from an accredited college or university with a minimum of a Bachelors degree, with a minimum of five (5) years of practical experience in maintenance supervision and/or maintenance engineering work. Twelve years of practical experience in maintenance supervision and/or maintenance engineering work may be used in lieu of a degree and experience. Must have extensive knowledge of principles and practices of maintenance operations and repairs. Must have demonstrated superior ability in the areas of personnel management and planning, organizing and administering a fully developed maintenance program.

DIRECTOR OF PHYSICAL PLANT SERVICES 2600

REPORTS TO: Director of Business Services or designee of the Superintendent.

QUALIFICATIONS: Experience in personnel management, budgeting, purchasing and program coordination; technical expertise in one or more of the following areas: housekeeping, construction, mechanical engineering, electrical engineering, landscape architecture, architectural design, public/business administration, air conditioning, refrigeration and temperature/mechanical controls, locksmithing, energy management, safety, general building maintenance, or other related technical areas.

GENERAL AREA OF RESPONSIBILITY: The Director of Physical Plant Services has the primary responsibility for the day-to-day care, maintenance, repair, and operation of the physical facilities of the district. In addition, the Director assists in the short and long-range planning for future physical facilities, annual budgeting, physical plant purchasing, cost control, energy management, personnel management, and safety program.

PERFORMANCE RESPONSIBILITIES:

1.0 Direct, manage, and coordinate the Department of Physical Plant Services.

2.0 Supervise construction and remodeling as assigned.

3.0 Act as District Safety Committee co-chairman.

4.0 Act as district energy manager.

5.0 Act as district purchasing officer for physical plant services.

6.0 Supervise all personnel in the maintenance and grounds departments.

7.0 Assist building principals in the hiring and evaluation of engineers and custodians.

8.0 Direct the training of all personnel in physical plant services.

9.0 Prepare and administer the budget for physical plant services.

10.0 Assist in physical plant acquisition, short and long-range planning, and professional services purchasing (i.e., architectural, engineering, etc.).

11.0 Assure the district's compliance with federal, state, and local laws regarding physical plant services.

Official classification: OPERATIONS SUPERVISOR 680

Budget or working title: Operations Supervisor

Description of work

This is supervisory and administrative work in the direction of all property services. The incumbent establishes appropriate maintenance, grounds keeping, security, and custodial requirements for all district buildings and property. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work. Prepares and administers the budget for maintenance, grounds, security, and custodial supplies and equipment. The incumbent exercises independent judgment with regard to public contacts, property rights, complaints and coordination of crews of skilled and semiskilled employees assigned to working on district property. Assist in the employment, assignment, transfer, promotion, demotion, or dismissal of personnel encompassed within his area of operations. The work is subject to review of the business manager.

Examples of work

Plans and supervises the service program for each individual building; estimate labor and material costs for different schedules of work and determines availability of budget funds and personnel for proposed changes in schedule or sequence of work; makes recommendations for improvements in methods and procedures; inspects all district buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained. Interviews salesmen and determines district's acceptance of contracted services.

Qualifications for work

Knowledge of:
- appropriate materials, methods and equipment and practices of the building trades
- engineering problems and principles related to school building construction grounds and custodial maintenance

Ability to:
- organize and direct a diverse crew of skilled and unskilled employees
- make estimates, interpret plans and specifications
- keep records and make reports
- establish and maintain effective working relationships with subordinates building principals, material supply companies, contractors, other departments and the general public

K. DIRECTOR OF OPERATIONS AND MAINTENANCE

Program Objectives:

The Director of Operations and Maintenance is directly responsible to the Assistant Superintendent for Business and functions to maintain and operate all physical plant facilities and grounds of the school corporation in accordance with state codes and regulations and the objectives and philosophy of the school corporation so as to assure the maximum serviceability to the district at all times.

Maintenance Performance Objectives:

The Director of Operations and Maintenance will:

1. ANNUAL BUDGET - Prepare and submit to the Assistant Superintendent for Business by June 1 a written detailed budget for the efficient and effective operation of the Operations and Maintenance Program in such a manner as to maximize utilization and serviceability of all school plant facilities and grounds.
2. CLEANING AND SERVICING - Establish and maintain effective and efficient procedures and criteria for cleaning and servicing of all buildings, grounds, and related equipment in such a manner as to maximize utilization and serviceability at all times.
3. REPAIR - MAINTENANCE - Initiate and direct efficient and effective procedures and criteria for the repair and maintenance of all school district buildings and grounds in a manner to maximize utilization and serviceability at all times and in accordance with all local, state, and national codes and regulations and the adopted objectives and philosophy of the school corporation.
4. BUSINESS PROCEDURES - Establish and maintain procedures in accordance with guidelines recommended by the Assistant Superintendent for Business for the requisitioning, purchasing, receiving, inspecting, storing, recording, operating, maintaining, and distributing of all supplies and equipment, both permanent and disposable, necessary to maintain the established and on-going activities of the program.
5. FACILITIES - INSPECTION AND EVALUATION - Establish and maintain efficient and effective procedures and criteria for the periodic inspection and evaluation of all plant facilities and grounds in order to maximize the quality

and workmanship of all cleaning, servicing, and maintenance within the school corporation and annually prepare and submit to the Assistant Superintendent for Business a written report on the serviceability and conditions of all grounds and facilities with detailed recommendations for any necessary action.

6. WORK ORDERS - Initiate and direct efficient and effective procedures and criteria for the review and processing of all special work requests and written notifications to the originators within one week.
7. RESEARCH DEVELOPMENT - Initiate and direct research and development essential to the improvement of Operations and Maintenance Program.
8. COURIER SERVICE - Initiate and direct the efficient and effective procedures and criteria for the operation of an inter-school delivery system in cooperation with the assistance from appropriate staff personnel.
9. IN-SERVICE - Initiate and direct an efficient and effective in-service program for the purpose of improving safety and the performance of all personnel within the Operations and Maintenance Program.
10. STAFFING - Establish and maintain, in accordance with recommended guidelines of the Director of Personnel and Employee/Labor Relations, criteria for selection and employment of all custodial and maintenance personnel who work within the jurisdiction of the program.
11. NEW JOB SPECIFICATIONS - Submit written job specifications for new positions, at the direction of the Director of Personnel and Employee/Labor Relations, and review and revise existing job specifications in accordance with current district-wide practices and operations to the Director of Personnel and Employee/Labor Relations.
12. SUPERVISION AND EVALUATION - Supervise and annually evaluate all personnel directly reporting to the Director's office and, at the request of the building principal, assist in the evaluation of custodial personnel assigned to buildings and conduct such evaluation in accordance with the established procedures of the school corporation.
13. CONSULTATION - Counsel and assist in the planning of new sites, facilities and grounds, and renovation of existing facilities at the direction of the Assistant Superintendent for Business.
14. CONSTRUCTION - INSPECTION AND EVALUATION - Prepare and submit to the Assistant Superintendent for Business written specifications for all biddable items relating to maintenance, building and grounds improvement, and direct efficient and effective procedures and criteria for the inspection of and evaluation of progress, workmanship, and quality of construction on such items. Prepare and submit detailed written reports to all appropriate personnel as directed by the Assistant Superintendent for Business.
15. COMMUNICATIONS - CONTRACTORS - ARCHITECTS - Establish and maintain communications and cooperation with contractors and architects for the purpose of expediting and solving problems which may arise.
16. RECORDS - Establish and maintain efficient and effective procedures and criteria for the storage and retrieval of all records relative to maintenance and operations in a current and accurate state.

JOB DESCRIPTION

TITLE: Assistant Manager, Operations

QUALIFICATIONS:

1. Bachelor's Degree preferred. Related training considered.
2. Five (5) years experience in plant operations work in a supervisory position.
3. Thorough knowledge of methods, materials, and equipment used in school plant cleaning.
4. Ability to organize and direct personnel, and in personnel management, including determining work loads, skill requirements, and directing employee job assignments.
5. Fundamental knowledge of building heating and ventilating equipment.
6. Successful experience in organizing and conducting in-service training.

REPORTS TO: Director, Business Operations.

SUPERVISES: Operations staff.

JOB GOAL: To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Set and maintain standards of cleanliness in all school district buildings.
2. Supervise regular custodians and any private contractors engaged in cleaning or trash removal.
3. Supervise the operation of heating and ventilating equipment in all buildings.
4. Maintain all gymnasium and classroom floors which require refinishing periodically.
5. Supervise landscaping and maintenance of grounds.
6. Serve on call for the supervision of snow removal, personnel matters, and for other section related problems, as may be required.

7. Administer the "Use of Buildings Program" and rental of school district buildings to outside organizations.

8. Collaborate with the Classified Personnel Section, Personnel Services Department, in personnel actions involving Operations employees.

9. Establish and maintain an adequate training program for all Operations employees.

10. Serve on the administrative negotiations committee in collective bargaining with staff bargaining units.

11. Estimate yearly requirements for custodial and operations supply items for Resource Management Section.

12. Prepare the annual budget of the Operations Section.

13. Field test custodial products for quality control, if requested by the Resource Management Section.

14. Implement a program of building housekeeping inspection, performing as many as possible personally, and directing the assignments of Area Assistant Managers.

15. Perform such other duties as may be assigned by the Director of Business Operations.

POSITION DESCRIPTION

Coordinator of Preventive Maintenance

Role

The Coordinator of Preventive Maintenance provides supervision and coordination for the general maintenance activities of the maintenance department including painting, roof repair/renovation, glazing, carpentry, masonry and other non-mechanical/electrical trades.

Duties

Reporting directly to the Supervisor of Maintenance, the Coordinator of Preventive Maintenance performs the following duties.

1. Exercises direct supervision and coordination over assigned and contracted maintenance personnel engaged in maintenance and minor capital projects involving the following:
   a. Painting of interior and exterior of schools and administrative facilities.
   b. Roof repair and renovations.
   c. Installation and replacement of glass.
   d. Carpentry including repairs, framing, and furniture fabrication and repair.
   e. Masonry, including masonry repairs and construction of small masonry structures.
   f. Repairs and installation of parking lots, sidewalks, blacktop play areas and other such items.
   g. Maintenance and installation of storm water swales.
   h. Installation and repair of locks, and other door hardware.
   i. Maintenance and installation of carpeting, lockers, windows and other non-mechanical/electrical building systems.

2. Arranges for permits and inspections required by the city and county for installations and modification of the above listed systems.

3. Sets work priorities within resources based on guidance received from the Supervisor of Maintenance.

4. Inspects completed maintenance projects for workmanship, adherence to codes, and compliance with contracts.

5. Provides for emergency source of technical operating systems on weekends and holidays as well as during normal duty hours.

6. Oversees the purchase and stocking of parts related to the above listed systems.

7. Assists the Supervisor of Maintenance in areas assigned to that department.
   a. Furnishes information for budget preparation.
   b. Arranges for contracted services as required.
   c. Advises on work requirements and priorities.
   d. Alerts the Supervisor on imminent systems failure and projected system requirements.
   e. Participates in the preparation of the Comprehensive Maintenance Plan.

8. Performs other duties as assigned by the Supervisor of Maintenance.

JOB DESCRIPTION

TITLE

DIRECTOR OF MAINTENANCE AND OPERATIONS

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent for Support Services in Education

2. Supervises all district maintenance services functions to ensure that the district's buildings and grounds are efficiently maintained to original or near original condition

3. Operates and manages the Maintenance Services Department within a cooperative and mutually supportive unit that values its customers and minimizes the time expended by building principals.

SPECIFIC RESPONSIBILITIES

1. Prepares an annual maintenance and operations services budget

2. Reviews qualifications of applicants and makes recommendations to the Office of Personnel

3. Maintains an adequate stock of appropriate maintenance materials and supplies

4. Prepares cost estimates and maintains a schedule of data records

5. Assigns workorders to the respective supervisors in order of priority

6. Conducts regular inspections of buildings and grounds to identify preventative maintenance requirements including the maintenance of building signage

7. Prepares progress reports on projects and workorders which effectively communicates anticipated completion dates to orginator

8. Works with building principals to develop regular preventive maintenance programs

9. Develops a system of dealing with building-level emergencies efficiently and effectively

10. Develops and recommends an appropriate in-service training program annually for all maintenance and school-based custodial personnel to the Director of TEC

11. Maintains personnel, payroll and other records as required

12. Recommends outside contractors and engineers to provide appropriate maintenance and grounds services

13. Conducts ground maintenance on district-owned developed and undeveloped real property in compliance with state and federal law and rules, county government regulations and ordinances, environmentally sensitive issues and a good neighbor policy

14. Recommends appropriate maintenance and operations information to the Department of Facilities Planning and Construction regarding the specifications to be used in new and remodeled construction projects

15. Recommends annually an adequate level of maintenance personnel and equipment to maintain the real property assets of the district

16. Performs other duties as assigned by the Assistant Superintendent for Support Services in Education.

TITLE: Maintenance and Grounds Supervisor

QUALIFICATIONS:

a. High school diploma or equivalent.
b. Demonstrates aptitude or competence for performing and supervising personnel working in the areas of carpentry, masonry, building heating and ventilation equipment, air conditioning, electricity, plumbing, upkeep and repair of athletic fields and budget planning.
c. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES: All maintenance, security and grounds keeping personnel.

JOB GOAL: To maintain the District's physical school plant, grounds and support services in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

a. Recruits, trains, schedules work, assigns work, evaluates and supervises all assigned personnel and makes recommendations on their employment, transfer, promotion and release.
b. Inspects and assumes responsibility for the sale and efficient operation and maintenance of all buildings, grounds and equipment related to the school plant.
c. Works in cooperation with the transportation supervisor and custodial supervisor in determining district vehicle and equipment needs.
d. Develops and implements the routine and preventive maintenance of district buildings, grounds, building equipment and maintenance equipment.
e. Inspects buildings with the custodial supervisor on a regular basis to determine needed repair and maintenance.
f. Assumes responsibility to see that all OSHA and AHERA rules and regulations are implemented and complied with.
g. Maintains all required records and submits completed reports in a timely manner.
h. Recommends, directs and inspects all improvements, renovations, or repair work performed by outside contractors and verifies that the terms and conditions of all such contracts have been fulfilled before authorizing final payment.
i. Works with building administrators in determining needed building alterations.
j. Develops plans and cost estimates, schedules work, supervises work of all alterations and improvements done by district personnel.

k. Supervises or performs work to achieve safe, efficient operation of heating systems, ventilation systems, air conditioning systems and the various control systems.
l. Develops and directs the energy conservation program within budget constraints to achieve the most energy efficient operation of the district buildings.
m. Develops the long range repair and maintenance plan (5 year). Works with building administrators to determine the annual priorities and submits this plan to the superintendent and board for approval.
n. Develops and implements the annual operating and maintenance budget in cooperation with the business manager.
o. Reviews security procedures, fire and tornado exit plans, civil defense plans with building administrators and appropriate outside personnel to insure safe emergency procedures are followed.
p. Supervises the maintenance repair and preparation of district grounds, playgrounds and athletic fields to provide a safe, attractive environment for district activities.
q. Assumes other duties as may be assigned and determined by district needs.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____

POSITION DESCRIPTION

Position:	Safety Officer	Date:	
Incumbent:		Analyst:	
Reports To:	Assistant Superintendent, Department of Plant Management	Job Code	575
Department	Plant Management		

POSITION SUMMARY

Under the general supervision of the Assistant Superintendent of the Department of Plant Management this position is responsible for organizing, planning, implementing, and maintaining a program of accident prevention activities that ensures a safe environment for employees of the School System.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coordinates compliance with all pertinent Occupational Safety and Health Act (OSHA) rules, regulations and requirements.
- Develops accident prevention and control programs for the Schools System.
- Coordinates safety activities of unit managers to ensure implementation of safety activities throughout the school systems.
- Arrange and coordinates safety training sessions to include handling of hazardous chemicals.
- Prepares and disseminates safety training materials, bulletins, pamphlets, and other related safety materials in order to maintain a high level of safety awareness.
- Informs management of system-wide safety problems and approaches towards correcting those problems.
- Apprises management of news rules and regulations that impact the organization.
- Maintains liaison with outside agencies such as the Federal Department of Labor, State Department of Labor, The Fire Department and rescue teams to assure information exchange and mutual assistance.
- Devises methods to evaluate safety program and conducts or directs evaluations.
- Evaluates for management the potential extent of injuries resulting from accidents.
- Evaluates technical and scientific publications concerned with safety management.
- Participates in activities related to professional organizations in order to update knowledge of safety program developments.
- Prepares reports as requested or necessary.
- Maintains complete and accurate records required.

SUPERVISORY RESPONSIBILITIES

Supervises one (1) clerical employee

HOURS AND WORKING CONDITIONS

- Term of employment is twelve (12) months.
- Is located in a private office at the Central Administration Building.
- Travels to locations for safety inspections and training.

MAJOR ACCOUNTABILITIES

- Ensures the implementation of the Hazardous Chemical Right-To-Know law, and the Occupational Safety and Health Act (OSHA) Hazard Communication Standard.
- Ensures the maintenance of the program dealing with hazardous waste and Environmental Protection Agency regulations.

EDUCATION AND TRAINING

Must have minimum of a B.S. Degree in Industrial Management and Safety or sufficient related training and experience to meet requirements of the position.

EXPERIENCE

Minimum of three years experience in Industrial Safety, Industrial Management, or three years of successful management of some related area.

OTHER

Must have the ability to organize, plan, implement, coordinate, and maintain activities related to a system-wide program of safety; must have a thorough knowledge of Occupational Safety and Health Act (OSHA) rules and regulations; must have good general knowledge of hazardous chemicals and the proper management of such materials; must be able to develop and recommend operational safety policies and procedures for the School System; must have good verbal and writing skills; must have good interpersonal skills; must be physically able to perform all duties required of the position.

PERFORMANCE APPRAISAL

Performance will be evaluated in accordance with board policies and procedures as set forth in the Administrative Performance Appraisal Manual.

VII.

Management Information Services

POSITION GUIDE

I. POSITION TITLE: Computer Operator/Programmer

II. QUALIFICATIONS:

A. An Associate's Degree and/or Certification in Data Processing is preferred.

B. Communication and inter-personal skills which would be required for user support and training.

C. Understanding and knowledge of modern data processing procedures including centralized and de-centralized operations.

D. Understanding and knowledge of IBM System/36 data processing operations which would include SSP commands, system console operations, data entry operations, and peripheral operations.

E. Understanding and knowledge of programming the IBM System/36 data processing system which would include RPGII, Source Entry Utility, Screen Design Aid, and Programmer Productivity Aids. At least two years of experience in this area is preferred.

F. Ability to manage and perform data processing functions.

Personal:

1. Should have a genuine interest and dedication to education.

2. Leadership ability that encourages good human relations and provides for effective staff progress through cooperative planning.

3. Broad knowledge of data processing procedures.

4. Should have self starting ability and initiative.

5. Should be dedicated to continuing education and attend professional organizations such as the East Penn Computer Group.

6. Organizational ability to

a. initiate and coordinate diversified activities
b. write clear and concise documents and instructions
c. be able to meet deadlines and solve problems
d. communicate effectively with the total school community

7. Personality and appearance shall include

   a. a genuine sensitivity to people
   b. the ability to work well with others
   c. a stable personality not easily upset by the ripples of events
   d. a sense of humor
   e. being neat and well groomed

III. PRIMARY FUNCTION

The Computer Operator/Programmer will have the overall responsibility for the district's data processing operation which includes an IBM System/36 minicomputer and various peripherals located throughout the district. It shall be the responsibility of the Computer Operator/Programmer to maintain procedures and practices necessary for centralized and de-centralized data processing operations and such other responsibilities as may be assigned by the Director of Business and Administrative Services.

IV. MAJOR RESPONSIBILITIES

The authority and responsibility of the Computer Operator/Programmer transcends all activities of the school district involving data processing affairs as designated by the Director of Business and Administrative Services and shall be directly responsible to the Director of Business and Administrative Services.

Key Duties:

A. MANAGERIAL

1. Maintain overall control and responsibility of the data processing operation.

2. Coordinate and schedule all work requests and jobs as requested by users.

3. Maintain an accurate inventory of all supplies.

4. Prepare status reports for administrative review.

5. Assist in long range planning.

6. Maintain data processing policies such as backups and disaster plans.

7. Assist managers in the preparation of budgets for new equipment.

8. Prepare bids and quotes, and orders new equipment and supplies.

9. Act as liaison to equipment/supplies vendors.

B. PRODUCTION SERVICES

1. General

a. daily startup and nightly shutdown of system
b. any data entry jobs as required
c. any running of reports as required
d. output processing as required such as decollating and disbursing reports
e. daily backups and periodic program and offsite backups
f. change paper and forms in system printer for any jobs
g. replace ribbons on all printers
h. issue supplies to users

2. Budgetary Accounting System

a. maintain overall control of system
b. enter new account codes as required
c. run any miscellaneous reports as requested
d. enter bills, purchase orders, journal entries, budgetary transfers, and manual checks
e. process A/P checks and print related reports
f. process end of month and print related reports
g. have total responsibility for new budget preparation
h. process end of year closing
g. enter prior year transactions and posting

3. Payroll Accounting System

a. maintain overall control of system
b. run any miscellaneous reports as requested
c. provide the weekly backup
d. assist in the weekly ACH transmission
e. assist with calendar and fiscal year end closing
f. complete responsibility for salary negotiations

4. Fixed Assets System

a. maintain overall control of system
b. run any miscellaneous reports as requested

5. Inventory Control System

a. maintain overall control of system
b. provide monthly backup for cafeteria EOM process
c. perform EOY closing

6. Census Information System

a. maintain overall control of system
b. run any miscellaneous reports as requested

7. Tax Accounting System

   a. maintain overall control of system
   b. retrieve County assessment data in March
   c. obtain sitting dates from tax collectors
   d. print Per Capita and Real Estate Tax Notices
   e. process Real Estate interim billings
   f. print additional Personal Tax Notices as needed
   g. perform nightly shutdown

8. Student Information System

   a. maintain overall control of system

   b. perform nightly shutdown

   c. Student Records

      1. check daily attendance error log
      2. do adds, changes, withdrawals for elementary
      3. verify adds, changes, withdrawals for secondary
      4. print any miscellaneous reports as requested
      5. assign student nos. when requested

   d. Student Attendance

      1. print quarterly attendance gathering sheets
      2. perform EOQ attendance closing
      3. enter elementary quarterly attendance data
      4. print all state attendance reports
      5. enter changes from attendance officer

   e. Student Scheduling

      1. prepare scheduling files for a new year
      2. prepare new course data for scan sheets
      3. print course request SCANTRON sheets
      4. run SCANTRON sheets and provide tally reports
      5. enter all course request/schedule changes
      6. assist in the building of the master schedule
      7. run main scheduling programs
      8. assist with the junior high schedules
      9. print student, teacher, and room schedules
      10. print class rosters

   f. Grade Reporting

      1. prepare files for grade reporting
      2. do P.E. transfers every quarter
      3. print SCANTRON sheets every quarter
      4. run SCANTRON sheets and check for any grade reporting errors
      5. print report cards and all related reports
      6. print honor roll and eligibility letters

7. run class rank when necessary and print permanent record labels

g. Student Activities

1. initiate new seasons
2. print weekly eligibility SCANTRON sheets
3. run SCANTRON sheets on a weekly basis
4. print all eligibility reports
5. end seasons

h. Student Obligations

1. reset previous obligations quarterly
2. print obligations lists every quarter

i. Miscellaneous

1. close the year
2. enter new homerooms, lockers, etc.

9. Library Management System

a. maintain overall control of system
b. print student/teacher lists and labels
c. perform nightly shutdown

10. Office Productivity System

a. maintain overall control of system
b. maintain and print community mailing lists

11. DisplayWrite/36

a. maintain overall control of system
b. provide for any word processing projects

C. USER SUPPORT SERVICES

1. Provide for planning for new information systems and ideas.

2. Act as consultant to the administration on capabilities of data processing system.

3. Provide for training and education for all users of the data processing system on any and all applications.

4. Provide assistance and support for Penn*Link.

5. Assist users in creation of user manuals.

6. Be on standby to receive telephone calls from users.

D. SYSTEMS DEVELOPMENT SERVICES

1. Provide for systems analysis and design of new information systems.

2. Perform coding, debugging, and testing on source programs using the Programmer Productivity Aids.

3. Install new system applications and enhancements.

E. TECHNICAL SERVICES

1. Coordinate and prepare sites to receive computer equipment.

2. Maintain a current cabling schematic.

3. Change system configuration to receive new equipment and prepare all cables.

4. Install and test all new equipment.

5. Install all personal computers and expansion boards.

6. Install all personal computer programs and updates.

7. Be responsible for equipment maintenance and troubleshooting.

8. Act as liaison to IBM repair service.

9. Install release updates as announced by IBM.

10. Monitor system performance including file and library allocations.

V. PRIMARY RELATIONSHIPS

A. Director of Business and Administrative Services

1. Shall be accountable to the Director of Business and Administrative Services for assigned areas of responsibility and for fulfillment of the functions.

2. Shall work with and provide support to the Director of Food Services.

3. Shall work with and provide support to all central administration staff.

B. Secondary Principal

1. Shall work with and provide support to the Secondary Principal and his office staff.

2. Shall work with and provide support to the secondary guidance staff.

3. Shall work with and provide support to the secondary library staff.

4. Shall work with and provide support to the Assistant Athletic Director.

C. Elementary Principals

1. Shall work with and provide support to the Elementary Principals and their office staffs.

D. Internal District Organizations

1. Shall work with and provide support to various district organizations.

E. Community Organizations

1. Shall work with and provide support to various community organizations.

2. Shall at all times present a positive image of the school district to community organizations and to the public.

Position title: Data Processing Manager

Supervisor: Coordinator of Administrative Computer Services

Personnel staff: Data Processing assistant

Qualifications:
1. Advanced AS400 operating skills
2. Ability to work effectively with people
3. Effective oral and written communication skills
4. Advanced keyboard skills
5. Knowledge of student operation, including but not limited to: attendance, scheduling and grading

Position Goals: To ensure the integrity of student information in the district's computer system. To provide student information to the appropriate audience in a timely fashion. To ensure that the computer equipment is functional and supplies are available when needed.

Duties:

1.0 Computer Operations:

1.1 Setup new and maintain existing users with the appropriate security, including profiles, passwords and assignments.

1.2 Monitor system usage, activity of users, and the capacity and status of all database files.

1.3 Investigate all hardware and software problems and if warranted, notify the appropriate party for service.

1.4 Order and inventory computer supplies including paper and custom forms.

1.5 Provide assistance and training to users in the proper use of both hardware and software.

2.0 Student Records:

2.1 Assign student I.D. numbers, counselors, deans and lockers.

2.2 Maintain enrollment and eligibility information.

2.3 Assist directors with master schedule concerns. Enter student course requests in February.

2.4 Apprise counselors of scheduling conflicts, course cancellations, course limitations, etc. Create move or cancel sections of classes when needed prior to semester start. Print and distribute course and class counts, student schedules, room usage reports and student course verification mailing.

2.5 Print and distribute grade entry sheets. Enter information, produce and mail mid-term progress reports every three weeks. The same function is performed every six weeks for report cards.

2.6 Transcript final grades, calculate GPA, class rank, and honor roll. Assist registrar in maintaining transcript file. Issue "Incomplete" notices to teachers. Print and distribute grade reports, credit checks, GPA and rank reports,etc.

2.7 Print and distribute weekly attendance strips. Process daily attendance and print and distribute the report.

2.8 Assist teachers, counselors, parents, directors, etc. with requests for student information.

SYSTEMS MANAGER

QUALIFICATIONS

1. Degree in accounting or business

2. Three to five years of successful office experience.

3. Demonstrated knowledge of automated accounting systems, generally accepted account procedures and payroll procedures

4. Advanced experience in use of lotus 1-2-3

5. Experience in PC's and Mini Computer

REPORTS TO:

Assistant School Business Administrator/Assistant Board Secretary

SUPERVISES:

Payroll Clerks

JOB GOAL:

Assists the Assistant School Business Administrator/ Assistant Board Secretary in performance of duties as directed. Supervises payroll staff involved in the computerized payroll and personnel service program. Works with the Coordinator of Bookkeeping to prepare reports.

PERFORMANCE RESPONSIBILITIES:

1. Performs all such duties as may be requested b y the Assistant School Business Administrator/Assistant Board Secretary.

2. Prepares periodic reports as required by code, statute, or school administration, working with Coordinator of Bookkeeping as needed.

3. Trains, supervises, and evaluates personnel in the payroll department.

4. Supervises all aspects of payroll program and personnel record systems.

5. Maintains adequate computer systems needed to perform Board business.

6. Ensures the accurate and timely preparation of various unemployment forms and the deposits and distribution of funds from the unemployment compensation checking account.

7. Assists supervisors to maintain accurate financial records for all grants and prepare interim and annual financial reports

8. Assists in the analysis, evaluation and audit of Board office business practices.

9. Prepare quarterly salary projection updates for budgetary purposes.

10. Ensure the appropriate bank deposits are made timely for all State, federal withholding and FICA taxes.

11. Ensures the monthly reconciliation of the agency and payroll checking accounts.

12. Ensures accurate and timely distribution of funds from the agency accounts.

13. Provides for the accurate preparation and distribution of W-2's to all present and former district employees.

14. Presents to the Coordinator of Bookkeeping the amount of funds necessary to provide for the two payroll periods each month, and ensures the timely deposit of said funds into the district's payroll and agency accounts.

15. Ensures accurate preparation of various monthly quarterly and annual payroll reports and same are filed timely.

TERMS OF EMPLOYMENT:

Contract is for twelve months, with conditions set by the Board of Education.

POSITION DESCRIPTION

TITLE: Director of Data Processing

REPORTS TO: Associate Superintendent for Business Affairs

General Responsibilities:

Involves the supervision of all functions of the Data Processing Department engaged in rendering data processing services to the School System.

Performance Responsibilities:

- Directs
  - A. Planning, organizing and administering of overall activities including, systems design, programming, and computer programming.
  - B. Selecting and training of all technical personnel in data processing
  - C. Dissemination of information to the staff concerning the availability of information
  - D. Recommendations concerning the advisability and priority for conversion to automated systems based on current developments in the field
- Responsible for the design and development of new applications and revisions to existing systems
- Maintains records and prepares reports
- Keeps abreast of development in the data processing field and recommends improvements in procedures and equipment
- Performs other duties as assigned

Qualifications:

Graduation from an accredited four-year college or university, plus a minimum of five (5) years experience in a senior level data processing position. The applicant must have demonstrated superior ability in the areas of personnel management and system design.

JOB DESCRIPTION

TITLE: DATA PROCESSING MANAGER, Business Office

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science or M.I.S.
2. Minimum two (2) years experience in a mainframe or minicomputer environment or equivalent experience.
3. Knowledge of programming languages such as Cobol, Pascal, RPGII.
4. Basic knowledge of accounting procedures.
5. Such alternatives to the above as the Board may find appropriate.

REPORTS TO: Business Manager

SUPERVISES: Data Processing Assistant/Secretary

JOB GOAL: To insure the efficient, effective operation of the school system's data processing department.

PERFORMANCE RESPONSIBILITIES:

1. Develop and administer training programs for all end users.
2. Maintain system security and disaster recovery plans.
3. Assume responsibility for implementing new and updated application packages.
4. Assume responsibility for system hardware and maintenance, including communications lines.
5. Maintain all data files.
6. Analyze new and modified software in relation to installation requirements.
7. Design and implement user requests for data extracts and custom reports.
8. Maintain up-to-date knowledge about systems software supplied by the manufacturer.
9. Provide consultant services to those departments which indicate a need, interest, or desire to develop data processing applications.
10. Analyze, investigate and advise the administration regarding purchase or use of suitable data processing equipment.
11. Develop plans and budgets for data processing activity.
12. Attend all user group meetings and hardware or software training updates.
13. Assume such other related responsibilities assigned by the Business Manager.

TERMS OF EMPLOYMENT: A twelve month work year. Salary and working conditions to be determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Business Manager.

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JOB DESCRIPTION

TITLE: Director of Administrative Computer Operations

QUALIFICATIONS: A Master's Degree in computer science or related field such as: mathematics, accounting or business administration along with at least 15 hours of course work in computer science.

At least three years of experience in the utilization of computers including system analysis, programming and computer operations is required.

At least five years supervisory experience in data processing or related area in either the business or school environment.

Classroom teaching or school administration experience preferred.

Experience with educational applications, such as, scheduling, grade reporting and school budgeting systems.

Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Administrative computer personnel.

JOB GOAL: To develop, implement and support computer applications to meet the educational and administrative needs of the Framingham School Department.

PERFORMANCE RESPONSIBILITIES:

1. Participates in the development of plans to satisfy the educational goals and meet the administrative needs of the Framingham School Department.

2. Assumes responsibility for all computer activities within the school system.

3. Provides assistance to educational staff members in the use of computers in their respective fields and conducts in-service training when necessary.

4. Provides hardware and software support required to meet instructional needs.

Official classification: MANAGEMENT INFORMATION SERVICES SUPERVISOR 420

Budget or working title: Management Information Services Supervisor

Description of work

This is technical work in the development and design of programs for processing data by electronic computers. The work involves the determination of the desired results in conference with department heads or work station operators. The work includes selecting the best method of capturing the data and the production of the programs to accomplish the desired results. The work is done under the general supervision of the business manager but the incumbent has a wide latitude for the type and kind of procedures used in the writing of the programs.

Examples of work

Meets with operating department personnel to determine the type, kind and format of the printouts desired; determines logical operations and sequences of processing; writes and codes instructions using techniques peculiar to the equipment to be used; makes trial runs with simulated detail data; corrects and refines programs; documents finished programs and procedures; prepares instructions sheet to guide machine operators during production runs; assists computer operators with large production jobs; meets data processing supply salesmen and maintains adequate supplies; oversees proper backup of data; recommends purchase of new equipment to the business manager.

Qualifications for work

Knowledge of:
- programming techniques and equipment capabilities
- financial worksheet preparation and formats

Ability to:
- convey technical information to work station operators to accomplish desired results
- concentrate on very detailed work for a long period of time
- establish and maintain effective working relationships with other employees

JOB DESCRIPTION

TITLE: PC SUPPORT SPECIALIST

RELATIONSHIPS: Reports to: Manager of Information Services

Works with: Other Administrative Staff
Secretarial and Support Staff

SPECIAL QUALIFICATIONS OF THE POSITION

Required Experience or Training:

2 year degree in Data Processing with major emphasis in PC systems or the equivalant in training/experience as evaluated by the Superintendent.

Working knowledge of a variety of word processing, spreadsheet and database programs.

Working knowledge of MS-DOS and MACINTOSH operating systems.

This position has extensive personal contact with administrative and support staff which requires excellent interpersonal communication skills.

Desired Experience or Training:

4 year degree in Computer Science or MIS.

1+ years of progressive experience in the development, installation, training and support of PC systems including LAN technology.

Knowledge of DEC RSTS/E and/or VAX/VMS operating systems.

PERFORMANCE RESPONSIBILITIES

Develop short and long term plans for micro computer installations and upgrades.

Prepare specifications for the acquisition of PC based computer systems.

Install new PC hardware and software and fully test each installation.

Develop and implement an ongoing PC training schedule for district administrative and support staff.

Serve on the district's Operational Computer Committee.

Analyze potential system problems and take corrective action as needed. Maintain records of all problems and corrective actions taken for review by the district's Operational Computer Committee.

Assist users in identifying PC solutions to their problems and/or needs.

Maintain up-to-date knowledge of PC operating system and application software released or supplied by various manufacturers.

Perform system backup procedures required for the Operational Computer System in the absence of the Manager of Information Services.

Provide software and hardware support for district staff including PC applications and in the absence of the Manager of Information Services both the Student and Financial applications found on the district's Operational Computer System.

Assist the Manager of Information Services in the analysis of new system and application software programs and proposed modifications to current software.

Performs other duties consistent with his/her professional competence as may assigned by the Manager of Information Services.

BOARD OF EDUCATION

Policy Adopted: Sep. 18, 1990

JOB TITLE: Director of DP Services

LOCATION: County Office - Business Services

TERM: Twelve months

SUPERVISOR: Executive Director Mgt Servs

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with major course work in computer science or a related field and three years of experience in computer systems analysis and/or programming (excluding micro/personal type computers).
2. Knowledge of computer programming and systems analysis and design principles and practices.
3. Knowledge of computer operations, procedures, and systems.
4. Knowledge of RPG and/or COBOL.
5. Ability to think logically and to analyze and solve problems.
6. Ability to identify and define user task needs and/or conduct short range and long range project planning studies.
7. Ability to plan, organize and coordinate work assignments.
8. Ability to communicate technical data processing information effectively verbally and in writing.
9. Ability to establish and maintain effective working relationships with others.

NOTE: College education beyond the educational requirements for the position from an accredited institution with major course work in computer science or a related field can substitute at the rate of 30 semester or 45 quarter hours for each year of required experience. Professional or technical experience relative to job responsibilities can substitute on a year-for-year basis for degree and training requirements.

RESPONSIBILITIES:

Perform duties as assigned which may include but not be limited to:

1. Direct the activities of assigned data processing

personnel in the planning, scheduling and implementation of a comprehensive management information system.

2. Serve as consultant to higher level supervisory and/or administrative personnel in the planning of major systems.
3. Consult with user agencies to gather information and determine requirements for implementation of comprehensive management information systems.
4. Coordinate implementation of changes recommended by project teams and development of corollary training or support for system implementation.
5. Schedule assigned data center personnel and equipment to insure proper implementation and operation of the system.
6. Coordinate and/or participate in the development and implementation of operational policies plans for the integration of all departmental information systems.
7. Perform related work as required.
8. Supervise and evaluate Data Center staff.
9. Perform other duties as assigned by Exec Director Mgt Serv.

TERMS OF EMPLOYMENT: Twelve months. Salary based upon board-adopted schedule.

Management Information Services
Position Description

TITLE: Director, MIS

ORGANIZATIONAL LOCATION:

This position is located in the Management Information Services Department under the Assistant Superintendent for Business Services.

REPORTING RELATIONSHIPS:

Incumbent reports to and receives direct guidance, supervision, and evaluation from the Assistant Superintendent for Business Services. Incumbent provides direct guidance, supervision, and evaluation to the Manager MIS Client Services, Manager MIS Technical Services, Supervisor MIS Computer Operations, and Secretary for MIS. Incumbent also provides guidance and evaluation to the MIS Computer Operations staff including computer operators, computer repair technicians, and telephone repair technicians.

PURPOSE OF POSITION:

The primary responsibilities of this job are to: direct MIS activities, voice and data telecommunications systems, and technical computing functions in support of overall district information resources, needs and objectives; identify long term district-wide information needs and develop overall strategies and long-range planning for systems development and hardware acquisition and integration; organizing and controlling all MIS department functions including budget and operating policies; directing and supervising the activities of MIS personnel in the areas of client services, technical services, and computer operations.

TYPICAL DUTIES:

1. Acts as high-level interface with district support functions in determining overall information systems approach.
2. Directs the analysis of administrative requirements and evaluates hardware and software technology to determine optimum configurations.
3. Organizes department resources to ensure effective implementation and support of approved services and projects.
4. Develops annual goals to ensure successful implementation of the MIS strategic long-range plan and develops recommendations for modifications to the plan.
3. Directs the development, maintenance and integration of administrative systems within the district in accordance with established strategic plans and policy.
4. Develops and monitors long-term plans for acquisition and installation of technical computing hardware and software to meet district objectives.
5. Directs planning, and develops recommendations, to ensure the availability of necessary resources to satisfy client needs and training requirements.
6. Monitors and controls project costs vs. budget and accomplishments vs. schedule.
7. Assigns personnel to projects as required and directs their activities.
8. Prepares reports on work activity, project status and resource utilization.
9. Monitors project progress and keeps Assistant Superintendent of Business Services informed as to current status.
10. Works closely with Principals, Department Heads, and MIS related planning committees within the district to ensure coordination of resources and planning.

Management Information Services
Position Description

TITLE: Director, MIS

11. Assumes primary and/or backup responsibilities for selected duties of the MIS Service and Support Managers as may become necessary. These duties are indicated in the MIS job description of Manager, Client Services, Manager, Technical Services, and Supervisor, Computer Operations.
12. Performs such individual assignments as the Assistant Superintendent of Business Services may direct; establishes and maintains effective work relationships within the department, the District and the community; and maintains the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.

TITLE

DIRECTOR OF DATA PROCESSING/MANAGEMENT INFORMATION SYSTEMS

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent for Support Services in Education

2. Responsible for managing an up-to-date data processing services function including both mainframe and microcomputer applications, equipment and technical personnel resources and systems analysis, applications, programming, and operations functions

3. Recommends annually an adequate level of data processing equipment and personnel in the schools, support services divisions and central office departments to maintain and process information appropriately and efficiently

4. Operates and manages the Data Processing/MIS Services Department within a cooperative and mutually supportive unit that values its customers and minimizes the time expended by building administrators, guidance staff, and data entry personnel

SPECIFIC RESPONSIBILITIES

1. Provides administrative and technical direction for all data processing functions within the district

2. Identifies cost-effective computer development plans, software and procedures

3. Confers with the data processing work-alike committees to identify data processing priorities

4. Plans, directs, supervises and evaluates subordinate personnel in systems design, applications, programming, technical support, user support, and computer operations

5. Maintains direct communication and visitations with school district users, data processing staff, and school district managers

6. Administers the data processing planning and budgeting processes; monitors expenditures to ensure adherence to budget guidelines

7. Recommends the appointment of personnel, provides staff training, works with employees to correct deficiencies, and recommends disciplinary actions

8. Coordinates the information system and data processing with all other functions of the school district

9. Provides for secure computer systems operations

10. Assists in evaluating educational, managerial, and administrative operating systems and plans and recommends information systems designs to improve the operational efficiency of the school district

11. Implements the requirements of Florida Statutes relative to the school district Management Information System

12. Coordinates and directs the installation and modifications of computer hardware for data processing purposes

13. Directs and coordinates development for the district-wide integrated information system insuring the most efficient and effective use of hardware, software, and systems networking

14. Establishes a support network for assisting information systems and the implementation of new information systems, including, but not limited to, technical training for users, troubleshooting, and system program maintenance

15. Responsible for updating and maintaining documentation of district-oriented software

16. Provides for system backup and disaster preparedness

17. Prepares and audits FTE reports and procedures

18. Performs such other duties as assigned by the Assistant Superintendent for Support Services in Education.

VIII.

Purchasing/ Warehouse

POSITION SPECIFICATIONS

I. Position Title: Purchasing Agent

II. Position, requirements for:

A. Education
A.B. degree with major work in business administration (preferred, not required).

B. Experience
Minimum of 3 years of successful experience performing a purchasing function. Experience in receiving and inventory control systems.

C. Aptitude
1. Demonstrated ability to prepare detailed plans and specifications for bidding purposes
2. Demonstrated ability to plan, implement, and evaluate purchasing, receiving and inventory control systems
3. Demonstrated ability to supervise people
4. Knowledge of computer systems as they relate to the purchasing, receiving and inventory functions
5. A high degree of honesty and integrity to be demonstrated through both work and personal references

III. Working Relationships

A. Reports to the Director of Business Affairs

B. Works cooperatively with other members of the administration and the instructional supervisors

IV. Compensation and Term of Employment: Administrative Schedule - 12 months

V. Major Functions

A. Plans, recommends, implements and supervises the purchasing systems and procedures for the school district

B. Plans, recommends, implements and supervises the receiving system and procedures for the school district

C. Plans, recommends, implements and supervises the inventory systems and procedures for the school district

D. Coordinates the purchase of school supplies and equipment with the administration and the instructional supervisors for the schools. Also coordinates the purchase of all building and maintenance supplies and equipment with the building personnel.

E. Prepares all plans and specifications for bidding of supplies and equipment for the normal school operations

F. Supervises the employees in the purchasing department

G. Performs other duties as assigned by the Director of Business Affairs

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JOB DESCRIPTION

WAREHOUSE MANAGER

I. QUALIFICATIONS
- A. High school diploma or equivalency
- B. One year experience in warehouse or stock clerical work is recommended
- C. Demonstrated typing skills
- D. Computer literacy
- E. Ability to work effectively without direct supervision
- F. Ability to communicate effectively, orally and in writing
- G. Shall be able to exhibit a physical competency in handling light lifting and other strenuous activities associated with this position
- H. Good health, physical stamina, fitness, and vitality
- I. Personal qualities associated with good human and interpersonal relations

II. FUNCTION
- A. The Warehouse Manager shall be under the general direction of the Director of Business Services. This position shall involve planning, organizing, and supervising a central warehousing and distribution system. Duties involve receiving, storing and issuing supplies, equipment and materials. The Warehouse Manager may also be required to write specifications for supply items to be purchased by the District.

III. REPORTS TO
- A. The Warehouse Manager shall be directly responsible to the Director of Business Services

IV. SUPERVISES
- A. None

V. MAJOR RESPONSIBILITIES AND REQUIREMENTS
- A. By computer accounting procedure, be responsible for property control system
- B. Packs, fills orders, loads and delivers a variety of warehouse items
- C. Maintains space for and stores school records, textbooks and other items as requested by District administrators
- D. Moves equipment, furniture, textbooks, etc. from school to school as requested
- E. Sorts interschool mail received by the District Office and meters and posts all U. S. mail
- F. Arranges for shipment via common carrier as required

G. Maintains inventory of warehouse stock items and advises the Director of Business Services when re-orders are necessary
H. Revises District supply catalog as necessary
I. May be required to write specifications for supply items to be purchased
J. Maintains warehouse in a clean and orderly fashion
K. Keeps records of each school's expenditures for catalog supply items and reports same to bookkeeper
L. Receives and inspects all materials ordered by schools on District purchase orders and reports status of those orders to the bookkeeper
M. Record serial numbers from and apply District inventory tags to newly purchased equipment as it arrives at the warehouse
N. Maintain accurate, up-to-date property inventory list for District, and conduct annual inventory
O. Responsible for performing those duties which protect the health and safety of students and employees
P. Perform other duties when assigned by the Director of Business Services

REV: 1983, 4/91

POSITION DESCRIPTION

TITLE: Director of Administrative Services for Instruction/Warehouse

Reports to: Associate Superintendent for Business Affairs

General Responsibilities:

Provides a liaison to assist principals in maintaining their facilities in order to provide the appropriate environment for learning. Provides input as to what changes in facilities are required to make a school "excellent". Responsible for the ordering and delivery of textbooks and furniture to the schools. Generally supervise the operation of the Warehouse Instructional Materials Center.

Performance Responsibilities:

- Assists Principals and Maintenance Department in making sure that the school facilities are in proper condition for opening of school.
- Acts as a liaison for principals in regards to status of work orders and other maintenance items.
- Involves Curriculum Development Department in setting up adoption procedures and committees for textbook adoptions for each year.
- Consults with principals and teachers on the purchasing of textbooks and materials of instruction.
- Acts as liaison person between State Department of Education and State Depository concerning the allotments, purchasing and acquisition of State textbooks, furniture and State materials of instruction.
- Directs activities of the Assistant Director of Warehouse Instructional Materials Center, the Warehouse Supervisors and the Office Manager to accomplish the general responsibilities.
- Revises State and Parish Textbook Catalogs and keeps them up to date.
- Oversees textbook allotment budgets for all private, parochial and public schools based on available state funds for the year.
- Oversees materials of instruction allotment budgets for all schools on funds provided by the School Board budget.
- Revises and updates Materials of Instruction Catalog.

Qualifications:

Successful experience as a teacher and administrator or supervisor. Minimum of a Master's degree and possess, or be eligible for, professional administrative or supervisory certification as required in the State of Louisiana. Some experience in administration, purchasing, data processing, or large scale warehousing preferred.

JOB DESCRIPTION

TITLE: PURCHASING AGENT

QUALIFICATIONS:

1. Degree in Business Administration desirable
2. Certification as Professional Public Buyer.
3. Minimum of six years related to purchasing/accounting experience.
4. Such alternatives to the above qualifications as the Board of Education finds appropriate and suitable.

REPORTS TO: Business Manager

SUPERVISES: All purchasing department, production room and receptionist staff.

JOB GOAL:

To insure that each student in the district derives maximum benefit from the expenditure of the allocations as set by the Board of Education for the acquisition of supplies, material, equipment and services.

PERFORMANCE RESPONSIBILITIES:

1. Initiate contracts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
2. Obtain and study comparative prices and quotations.
3. Purchase by competitive bidding, informal quotations and negotiation, and in compliance with Board policy, items of supply, equipment and services necessary for the operation of the school system.
4. Organize and follow to conclusion, in a timely manner, all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal.
5. Monitor all purchase requisitions and orders to determine correctness of information, price extensions, coding information and so on.
6. Direct and monitor the maintenance of appropriate records such as vendors' register, commodity register, bidders' list.
7. Assist in the preparation and presentation of the annual budget.
8. Supervise accounts payable function relative to invoices and payments to vendors and determination as to correctness.
9. Assume responsibility for the operation of perpetual inventory systems.
10. Reconcile accounts on a periodic basis.
11. Act for the business manager in his/her absence.

TERMS OF EMPLOYMENT: A twelve month work year with salary and working conditions determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Business Manager.

TITLE: Supervisor of Materiel Services

QUALIFICATIONS:

1. High School Diploma or equivalent.

2. Experience in warehouse purchasing operations.

3. Knowledge of purchasing, shipping, receiving and stock control methods and procedures.

4. Experience in a supervisory capacity, preferably within a school district.

5. Ability to organize and operate a purchasing/warehouse department.

6. Demonstrated aptitude or competence for assigned responsibilities.

7. Ability to establish and maintain effective relationships with co-workers and District personnel.

8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL:

To safeguard the District's investments in material and supplies through efficient and effective warehousing practices, and to provide these materials and supplies to the schools in a timely manner.

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes, directs and assists in purchasing, receiving, marking, storing and issuing of school equipment and supplies.

2. Supervises the overall receipt, recording and inspection of incoming warehouse items to insure conformity with District purchase order specifications.

3. Provides quality control of incoming orders and reports shortages, damages and other discrepancies to the Business Office.

4. Assures sufficient quantity of supplies/equipment to meet District needs.

5. Directs filling of stock requisitions, packaging and deliveries to the schools and offices.

6. Facilitates pickup and delivery of supplies, mail deposits, etc., within and outside the District.

7. Assumes responsibility for the overall maintenance of all assigned district vehicles and landscaping equipment.

8. Assumes responsibility for the repair of all district equipment that is not attached to the building or grounds.

9. Supervises the receipt, storage and issuing of furniture and equipment.

10. Supervises receipt and inventory of purchases received during the summer.

11. Determines storage space requirements, optimum stock quantities and proper or improved methods of stock control and storage.

12. Assists in the evaluation of storage items, as requested.

13. Makes frequent inspection of storeroom areas to check on cleanliness, conformity with fire laws and condition of stored items.

14. Supervises storage/distribution of District files in the archives.

15. Operates word processor and/or computer terminals necessary for record keeping and utilizes/creates programs for use in perpetual inventory and warehouse stock records.

16. Indirectly supervises warehouse area.

17. Works closely with the Business Department and Buyer to establish bid specifications and procedures for District equipment/supplies.

18. Performs other related duties as assigned.

REPORTS TO: Director of Auxiliary Services

TERMS OF EMPLOYMENT:	Salary and work year to be according to the current schedule as established by the Governing Board.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on Evaluation of Classified Personnel.
SALARY CLASSIFICATION:	Supervisor Salary Schedule

Position Description

Job Title: **Supervisor of Purchasing/Accts Payable**

Job Specifications

Factor	Level
EDUCATION	Bachelors Degree in Marketing
JOB RELATED EXPERIENCE	2 years
SUPERVISION GIVEN	EMPLOYEES 6 FTE's 6
SUPERVISION RECEIVED:	Director of Business Services
WORKING CONDITIONS	N/A

Job Summary: The Supervisor of Purchasing/Accounts Payable is responsible for coordinating and supervising the purchase of all equipment and supplies in compliance with state laws and District policies, payment of invoices and warehouse management.

Duty Number	Job Duty	Frequency
1.	Decides if order comply with State laws and if district regulations are followed, if expenditure is budgeted for, if size or type of expenditure warrants getting quotes, or if order may be filled from inventory.	
2.	Decides if annual contracts for services and supplies would result in savings for district, and sets up ones which would.	
3.	Prepares and maintains inventory records.	
4.	Negotiates prices, assists with order problems and works with vendors on orders.	
5.	Implements the Non-Public Aid for textbook program, decides if each item requested meets State definition of eligible materials, submits authorization for payments.	
6.	Maintains records and compiles state reports on Non-public aid and state contracts.	
7.	Conducts product analysis for items to be purchased and decides if product meets district criteria.	

8. Compiles and writes specifications for quotations and bids.
9. Compiles the district wide requests for equipment and supplies.
10. Recommends purchases of equipment and supplies for standardization of quantity purchases to save money.
11. Compiles orders for Elementary School supplies and equipment, including authorization for payment.
12. Maintains a library of brochures and catalogs of supplies and equipment.
13. Provides unit administrators with cost information and data for budget information.
14. Gives advice about cost saving procedures including timely purchases.
15. Assists administrators with physical equipment inventory control procedures.
16. Checks surplus equipment and determines status i.e. to place in inventory or sell.
17. Implements sale of surplus equipment.
18. Directs, trains and makes recommendations regarding the performance of departmental personnel.
19. Directs Accounts Payable process, checking invoices communicating with school personnel, working with vendors and resolving problems or disputes.
20. Verifies printouts and determines correct account codes when needed.
21. Assures current consultant contracts are on file and verifies bills against contract, assuring compliance.
22. Verifies past payments on contracts, leases, etc.
23. Decides delivery schedules for warehouse personnel.
24. Decides on priority deliveries.
25. Decides on schematic of inventory placement within warehouse for most efficient operation and decides on quantities to order for stock.
26. Checks inventory levels, decides on reorder points.
27. Prepares for and assists in annual inventory audit.
28. Directs the work of warehouse; meets with them at the warehouse to discuss goals, policies and problems.
29. Maintains district records for purchasing and accounts payable.
30. Interviews and recommends personnel for hire.
31. Responds to questions from staff and public.
32. Explains district policies regarding purchasing and accounts payable.
33. Participate in professional organizations to gain knowledge and expertise.
34. Decides on equipment needs for purchasing/accounts payable office and warehouse, recommends capital outlay budget for these areas.

35. Receive information, including demonstrations, on new products and distributes information as needed.
36. Evaluates bids and quctations; makes decision on low price meeting specifications.
37. Makes recommendations for purchasing items requiring action by the Board of Education.
38. Decides on supplies needed and maintains inventory for efficient operation of District Administration Office.
39. Meets with vendors to discuss problems, prices, policies, and needs.
40. Decides on vendors to supply items needed for school district operation.
41. Reviews processes used in Purchasing, Accounts Payable and Warehouse to decide on any necessary changes for more efficient operation.
42. Performs other duties as assigned.
43. All work is done on a full time, 12 month basis.

PURCHASING DEPARTMENT

Job Description

POSITION TITLE:

Director of Purchasing

SUPERVISOR'S TITLE:

Business Administrator

GENERAL DESCRIPTION:

Directs and is responsible for the Purchasing and Warehouse operation of the the District. Establishes and enforces Purchasing policies, practices and procedures as required by State law and the Board of Education policy. Provides support and direction to schools and District departments in procurement matters.

JOB TITLES SUPERVISED:

Warehouse Manager, Purchasing Agent, Secretary/Office Manager, Inventory Control Clerk.

DESCRIPTION OF RESPONSIBILITIES:

1. Directs the operation of the Purchasing Department, Warehouse operation, Moving crew, Switchboard and District Mail Service.

   a. Develops and controls budgets;

   b. Responsible for employee motivation, training and discipline.

2. Operates the Purchasing Department so as to maintain confidence and integrity with the public and vendors.

3 Makes determination on surplus property whether to re-distribute or dispose. Conducts sales and auctions to dispose of surplus when necessary.

4. Is responsible for equipment and furniture repair budgets.

5. Will assume such other duties as assigned by the Business Administrator.

JOB DESCRIPTION

TITLE

DIRECTOR/PURCHASING

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent of Business Affairs

2. Develops, plans and implements purchasing goals and objectives; recommends and administers policies and procedures to procure goods and services at lowest, best, fair and reasonable price

3. Exercises direct supervision of professional and clerical purchasing staff.

SPECIFIC RESPONSIBILITIES

1. Directs the general purchasing activities including bid and quotation preparation, product specifications and purchase order control, and insures compliance with all Board policies and state laws and regulations

2. Prepares and analyzes bid specifications to insure broad vendor particiation; utilizes life cycle costing to determine award recommendation; prepares bid tabulations for School Board Consideration.

3. Schedules and reviews the work of staff to insure that work is completed in a timely and appropriate manner; maintains a sound, progressive and ethical purchasing policy

4. Interviews vendors for sources of supply, prices, product information, new products, standards and follow-up

5. Confers with school officials, department heads and technical personnel concerning quality and utility requirements of supplies and equipment and modification of technical specifications

6. Reviews all purchases and authorizes, as appropriate, purchases resultant of a bid or quotation and other items under $4,500 in value

7. Researches and develops standard specifications and general conditions for bids and establishes user groups for a wide variety of products

8. Administers long term purchase contracts and coordinates the activities of service and repair contractors for school and office equipment

9. Performs other duties as assigned by the Assistant Superintendent of Business Affairs.

POSITION DESCRIPTION

DIVISION OF FINANCE-BUSINESS ADMINISTRATION
PURCHASING AND ADMINISTRATIVE SERVICES — GROUP: Admin. and Supervisory Personnel — CODE: D2060
Division, Department or School

SUPERINTENDENT OF FINANCE-BUSINESS
ADMINISTRATION AND TREASURER #1600 — TITLE: DIRECTOR, PURCHASING AND ADMINISTRATIVE SERVICES
Title of Immediate Supervisor - Code No.

FUNCTION

Plans, organizes, directs, and controls the Purchasing and Administrative Services Department. Purchasing and Administrative Services is responsible for providing centralized purchasing and warehousing services, including comprehensive inventory control; property contents management; forms management; staff cafeteria services; and centralized printing, duplicating, and mail services. The Director serves as a senior member of the Division of Finance-business Administration and provides functional guidance to management and the Board in the area of purchasing and administrative services in the various divisions, departments, sections, and offices of the Board.

DUTIES

1. Establishes objectives, formulates policy and program, and sets standards in the area of Purchasing and Administrative Services.

2. Subject to the approval of the Superintendent, determines the organizational structure within Purchasing and Administrative Services. Coordinates organizational activities and develops effective lines of communication.

3. Selects or approves the selection of staff for the Department. Establishes standards of performance, directs staff training, and monitors an overall personnel program. Provides leadership to the Department to foster staff morale, productivity, and staff development.

4. Directs the preparation of the budget for the Department, and controls approved budgets. Also directs Department's assistance as required in preparation of other budgets for the Board including costs of resources.

5. Provides for administrative controls such as reports and audits. Develops systems and ensures maintenance of proper records for the Department. Prepares reports, analyses, and special projects as required.

6. Develops liaison with other divisions and departments of the Board and outside agencies to foster good public relations and promote use of the Department. Serves on boards or committees as required; may be expected to assume leadership role depending on circumstances.

7. May perform the duties of Superintendent or his delegate as required.

8. Performs other related duties as required.

QUALIFICATIONS

A University degree in Commerce or Business Administration, or Professional Purchaser's Certificate. 7-10 years of diversified supervisory experience. Demonstrated organizational, administrative, and leadership abilities. Possession of verbal and written communication skills. Strong public relations skills. Personal suitability.

INVENTORY CONTROLLER/SUPERVISOR
DIVISION OF PURCHASING AND WAREHOUSING

POSITION SPECIFICATIONS:

Education: Minimum of an Associate Degree, 2 years of college, or comparable experience in Management, Computer Operations, or Inventory Control.

Experience: Minimum of 2 years of experience in handling equipment for educational institutions.

Other: Must have good verbal and writing skills. Must possess the ability to communicate with personnel at all levels. Must be able to use good judgment in every type of situation. Must possess good human relations skills. Must be physically able to fulfill all performance requirements of the position.

IX.

Transportation

TRANSPORTATION SUPERVISOR

SUPERVISOR: Business Manager

JOB DESCRIPTION:

Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the district transportation department including personnel, equipment and facilities. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the district boundaries on a special scheduling basis.

SKILLS AND QUALIFICATIONS

1. Candidate must possess a high school diploma or GED
2. Five years experience in pupil transportation in an organization having full maintenance and operations of transportation service. Experience or responsibilities in the following areas is preferred:
   - Supervision of personnel
   - Routing and scheduling
   - Bus driver training
   - Accident investigation
   - Bus maintenance
   - Inventory control
   - Cost accounting
   - Budgeting, record keeping
   - Preparation of bus bid specifications
3. Must be knowledgeable of safety standards, laws, codes, rules, regulations, policies and procedures relating to pupil transportation
4. Must possess a valid state driver's license with a commercial driver's license, Washington State school bus driver's certificate or provide proof of equivalent proficiency
5. Demonstrated ability to establish cooperative relations with other district staff members, subordinates, students and patrons
6. Ability to communicate effectively

MAJOR RESPONSIBILITIES

1. Establish all regular bus routes, schedules and stops. Develop route maps for drivers, schools, etc. as appropriate
2. Coordinate student transportation activities with school officials, department heads and other interested groups or individuals

3. Participate along with school officials in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions which involve the transportation system
4. Develop school bus specifications which meet the need of the district and fully comply with state and federal regulations
5. Recommend procurement of additional or replacement buses and disposal of old or uneconomical units
6. Develop and forecast transportation department budget requirements and administers the expenditure of funds as allocated
7. Maintain cost accounting records
8. Collect data and develop all required school bus transportation oriented reports and insures their submission on a timely basis
9. Insure compliance with the Revised Codes of Washington, Washington Administrative Codes, and pertinent policies regarding training, licensing, registration and operational permits
10. Recruit, recommend for employment, and evaluations of transportation department personnel
11. Conduct continuing bus driver training and traffic safety program
12. Supervise general maintenance program with specific attention to safety inspections
13. Implement procedures to insure adequacy of maintenance phase of the safety program
14. Establish performance standards and supervise operational care, service and maintenance of all vehicles within the department
15. Conduct accident investigations and supervise accident reporting to appropriate law enforcement and insurance agencies
16. Establish and maintain good public relations program
17. Evaluate all elements of transportation program on continuing basis
18. Evaluate safety of road conditions during inclement weather and provide timely information to superintendent
19. Student conduct manager
20. Any other duties assigned by the Business Manager

TERMS OF EMPLOYMENT:

* 260 day work year with one to four weeks of vacation
* Salary range:

JOB DESCRIPTION

TRANSPORTATION COORDINATOR

QUALIFICATIONS: High School Diploma

Experience in transportation.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Administrative Assistant

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the districts schools.

JOB FUNCTIONS:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes for all public schools in the district.
3. Assists in preparation of transportation budget.
4. Acts as liaison with parents for complaints and special requests.
5. Submits all reports required by state authorities. (T-2 Report, District Wide Program Cost Report, etc.)
6. Compiles information for Route Bids, and supplies appropriate information needed for Contracts, Renewals, and Addendums.
7. Attends appropriate workshops.
8. Inputs information into computer on all new students and routes including any changes occurring during school year.
9. Generates from computer, alpha printouts for schools approximately five times per year; route printouts for schools and Bus Contractor approximately three times per year.
10. Responsible for printing and mailing out bus passes each year.
11. Prepares monthly reports on student enrollment, distributing copies to the Superintendent.

12. Keeps daily accounting of new student enrollment. This information along with address information is needed to generate three reports to the Superintendent each month.

13. Compiling AFDC List at County Office and typing same.

14. Receives school records on new students, logs date when received and forwards records to appropriate school.

15. Keeps ample supply of all forms needed for student registration.

16. Understands and is able to operate office equipment including typewriters, dictating equipment, duplicating machines, photocopiers, adding machines and other similar equipment.

17. Provides other necessary clerical services as requested by the supervising administrator.

18. Responds appropriately to all concerns and compliants from the public and staff as to assist in providing an answer or remedy.

TERMS OF EMPLOYMENT: Twelve month year.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Non-Certificated Staff.

TITLE: Transportation Coordinator

QUALIFICATIONS:
1. Holds appropriate, valid bus driver's license.
2. Able to direct and supervise district drivers.
3. Able to plan and manage student transportation program.

REPORTS TO: Assistant Superintendent for Business

JOB GOAL: To provide safe and efficient student transportation consistent with the district's curriculum and extra-curricular program.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates district-employed drivers.
2. Plans and modifies bus routes.
3. Determines student eligibility for transportation.
4. Schedules district-owned vehicles and district-employed drivers for regular, athletic, field trip, and special activity transportation.
5. Assists in the development of specifications for vehicle purchases and contracted pupil transportation.
6. Provides liaison among schools, bus contractors, district drivers, and parents to facilitate an efficient transportation program, and to resolve problems.
7. Plans and implements an ongoing training program for district-employed drivers.
8. Arranges for emergency maintenance of district-owned vehicles.
9. Plans and implements an ongoing maintenance program for district-owned vehicles.
10. Assists in the development of the annual transportation budget.
11. Prepares all district-owned vehicles for local and state inspections.
12. Assists in the evaluation of the overall effectiveness of the transportation program.
13. Drives assigned routes, when required.
14. Assists the superintendent of schools, or his designee, to determine if weather conditions warrant closing school.
15. Assumes such other related duties as may be assigned.

TRANSPORTATION SUPERVISOR

REPORTS TO: The Transportation Supervisor is directly responsible to the Director of Business Services

QUALIFICATIONS: Must have good working knowledge of automotive mechanics and of their maintenance; ability to plan, direct and supervise transportation operations in the District; ability to keep records and make reports.

PERFORMANCE RESPONSIBILITIES:

1.0 Interviews and appoints transportation personnel with the approval of the Superintendent and arranges transfers or separation of service of such personnel.
2.0 Is familiar with the laws, rules, and regulations governing the operation of motor vehicles in general and school buses in particular, and shall see that these laws and regulations are obeyed by drivers at all times.
3.0 Has the authority to suspend a driver at any time for cause, but shall notify the Superintendent immediately thereafter of the situation and of the incidents involved.
4.0 Conducts driver training classes for school bus drivers.
5.0 Inspects all buses and other automotive equipment regularly in order to maintain them in a safe and efficient operating condition.
6.0 Is responsible to see that order and discipline is maintained on the buses at all times and works with the building principals to promote good student conduct.
7.0 Assists the Superintendent in establishing bus routes for the convenience and comfort of students entitled to transportation under the rules and regulations of the District School Board.
8.0 Keeps such records and makes such reports as are required by the Superintendent and State Department of Education.
9.0 Acts as substitute driver should the need arise.
10.0 Is responsible for specifications and bids for buses and transportation equipment and supplies.
11.0 Assists in the preparation of the annual budget for transportation maintenance, equipment and supplies.
12.0 Assumes other tasks and responsibilities as assigned by the Business Manager.

CONTRACT TERM: 260 Days; supervisor on call 24 hours a day in case of emergency. Vacation time as established.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of school board policy on evaluation of Administrative personnel.

Official classification: TRANSPORTATION SUPERVISOR

Budget or working title: Transportation Supervisor

Description of work

This is supervisory and administrative work in the direction of all transportation furnished to the students by the school district. The work involves the organization and coordination of a large crew of drivers and a smaller crew of bus and truck maintenance personnel. The work is performed with considerable independence of action and is subject to review by the business manager and the building principals.

Examples of work

Establishes the regular bus routes and oversees assignments of runs to drivers; plans for the transportation needs for special activities; determines priorities for the repair to equipment and assigns and supervises the work of mechanics; purchases supplies and parts; interviews salesmen; interviews and selects applicants and oversees the training of new employees; is responsible for the district's conformance to all motor vehicle regulations of the state government; conducts "in service" safety schools; conducts continuing program of preventative maintenance on the school buses and service vehicles; responds immediately to any emergency that might arise concerning equipment or personnel.

Qualifications for work

Knowledge of:
- routing practices and procedures for public transportation
- standard practices and equipment used in the automotive repair trade

Ability to:
- plan and supervise the work of skilled mechanics
- maintain time, cost and work records
- establish and maintain effective working relationships with subordinates, building principals, material supply companies, contractors, other departments and the general public

POSITION DESCRIPTION

Supervisor of Transportation

Role

The Supervisor of Transportation has the responsibility for the management and the supervision of the public school transportation system and the Driver Education Program.

Duties

Reporting directly to the Director of Logistical Services, the Supervisor of Transportation performs the following duties.

1. Provides for the safe and efficient operation of buses, allied equipment, and the school based driver education program.
   a. Establishes standards and requirements for persons seeking driving positions.
   b. Recommends for employment and training drivers of county-owned vehicles and contractor buses.
   c. Arranges for proper maintenance and inspection of buses.
   d. Oversees bus routes, observes loading and unloading procedures, and implements any needed changes or corrections.
   e. Coordinates with the Director of Logistical Services in judging hazardous travel conditions.

2. Exercises administrative authority over the transportation/driver education function.
   a. Administers the field trip program.
   b. Receives and investigates requests and complaints from parents, board staff, and other citizens.
   c. Prepares the financial budget.

3. Interacts with contractors owning buses in all phases of the transportation function including reimbursement formulas.

4. Performs other duties as assigned by the Director of Logistical Services.

POSITION DESCRIPTION

Assistant Supervisor of Transportation

Role

The Assistant Supervisor of Transportation provides support to the Supervisor in all areas of responsibility and duties assigned to the Department of Transportation.

Duties

Reporting directly to the Supervisor of Transportation, the Assistant Supervisor of Transportation performs the following duties.

1. Assists the Supervisor in facilitating the efficient operation of the county school transportation system and the driver education program.
   a. Maintains and supervises the scheduling and routing of buses.
   b. Coordinates with principals and teachers in areas affecting school transportation.
   c. Promotes an active safety program for pupils, including proper emergency and evacuation drills.
   d. Assists during bus inspections, and conducts informal inspections at random of equipment and conditions.
   e. Assists in the preparation of specifications for bids on new equipment.
   f. Assists in the preparation of financial budgets, contract, requisitions, and bus driver salaries.

2. Performs other duties as assigned by the Supervisor of Transportation.

X.

Other

TITLE: Registered Professional Nurse

REPORTS TO: Principal

JOB SUMMARY: The School Nurse works with the assigned building principal. The Nurse is a member of the Pupil Personnel Services team in carrying out the responsibilities as a registered nurse as prescribed by the New York State Commissioner of Education. The Nurse performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems. The duties and functions are directed toward helping children to be in a condition of total well being so that they may more fully make use of their opportunities for growth through education. The Nurse is concerned with the maintenance of a good standard of student health, with the prevention of accidents and illnesses, and with the first aid treatment of accidents and illnesses that occur while the student is in school. This position differs from the certificated position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved.

EXAMPLES OF WORK AND DUTIES

Duties Related to Pupil Health Appraisal

1. Provides parents with school health forms so that the findings of the family physician or other pertinent health data can be reported to the school.

2. Assists in planning the schedule for school health appraisals with the school administrators and physicians.

3. Assists the school physician with routine medical exams and special exams for athletics.

4. Assists at school immunization clinics.

5. Administers health screening procedures to pupils.

6. Prepares a list of students who have specific health problems that might require modification of physical activities or seating arrangement in the classroom.

7. Reports significant student injuries, accidents and illness trends to the building principal.

8. Checks pupil attendance and reports incidents of extended or illegal absence to school administration. Makes telephone calls to home to determine reason for absence.

9. Assists in the School Lunch Free and Reduced Meal Program with routine reports and files.

Care of Illness and Injury

1. Provides first aid and emergency treatment of all injuries and illnesses to students and employees.

2. Notifies parents regarding illness or injury. Maintains a file of emergency phone numbers or other ways to contact those in parental authority.

3. Provides supervision for sick or injured pupils until they are placed under their parents' care.

4. Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency.

OBTAINING AND DEVELOPING PERSONNEL

A. Support Personnel and Services

Cooperates with other school personnel in maintaining a safe and healthful school environment.

B. Records and Reports

1. Prepares and maintains up-to-date cumulative health records.

2. Records pupil visits to health office.

3. Completes local and state school reports as required.

4. Documents and files accident reports.

C. Employee Communications and Information

1. Attends meetings with the school administrators and the school physicians when required.

2. Attends district School Nurse meetings as required.

3. Consults with attendance teacher and staff members concerning a variety of health factors related to nonattendance and communicable disease.

MAINTAINING EFFECTIVE RELATIONSHIP WITH THE COMMUNITY

A. Communications with Other Groups

1. Communicates effectively by telephone and/or letter to parents concerning their youngster's school attendance, illness or injuries.

2. Communicates with doctors in order to elicit recommendations for children with special health problems.

3. Cooperates with community agencies on communicable disease control.

PROVIDING AND MAINTAINING FUNDS AND FACILITIES

A. Budget Preparation and Presentation

Assists the Principal with the budget preparation for his/her building.

B. Budget Controls and Administration

1. Follows budget control guidelines as specified by the Principal.

2. Recommends by requisition building equipment and supplies to the Principal.

C. Facilities

Orders, inventories, and oversees the storage of first aid and related health supplies and equipment.

ADMINISTRATION AND MANAGERIAL DUTIES AND FUNCTIONS

A. Participates in the district's employee evaluation program.

B. Performs other duties and school-related work as requested by the building Principal.

PERSONAL REQUIREMENTS

Good knowledge of nursing principals and techniques and their relation to medical practices and skill in their application; working knowledge of materia medica, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to keep records and make reports; ability to get along well with students, teachers, parents and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of non-technical personnel; good observation; mental alertness, firmness; initiative; accuracy; cheerfulness; patience; emotional

stability; sympathetic attitude toward the sick; physical condition commensurate with the demands of the position.

Possesses even temperament and ability to comprehend and carry out the objectives of the position in a way conducive to good personal relationships. Also possesses good judgment, good moral character, personal cleanliness, is courteous, neat, cooperative, tactful, dependable, honest and loyal.

MINIMUM QUALIFICATIONS

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS

Eligibility for a license issued by the State of to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

TITLE: District Printer

QUALIFICATIONS: Established by the School Board

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: Print Shop Aide

JOB GOAL: To receive, fill, and return to originator requests for printing.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Maintains inventory of paper, printing supplies, and related materials.
2. Coordinates maintenance of print shop equipment.
3. Recruits, interviews, and recommends employment of print shop aide.
4. Supervises print shop aide.
5. Assigns priorities to requests for printing.
6. Receives, fills, and returns to originators completed work orders.
7. Advises Director of Curriculum on ways to maintain effective and efficient system for receiving, filling, and returning to originators completed job orders.
8. Performs such other tasks as may from time to time be assigned by the Director of Curriculum and Instruction.

JOB DESCRIPTION

JOB TITLE: Benefits Coordinator

REPORTS TO: Business Manager

SUPERVISES:

WORKS WITH: Other central office administrators, secretaries, certified and classified staff

QUALIFICATIONS: High school diploma or equivalency; experience preferred; strong skills in detailed and accurate work; excellent math and computer skills; good interpersonal relationships skills

TERM OF EMPLOYMENT AND HOURS OF DUTY: 12 month contract; 8:00 to 5:00; 1 hour for lunch break and A.M. and P.M. break

JOB SUMMARY: Works as the payroll clerk and benefits coordinator for the district

PERFORMANCE RESPONSIBILITIES:

1. Prepares payroll and payroll deductions
2. Prepares final payments for existing employees
3. Calculates monthly time sheets and substitute pay
4. Prepares W-2 forms and related reports including quarterly state unemployment reports and the monthly state retirement report
5. Monitors the payroll system
6. Acts as the designated district contact for SDRS and submits required forms and reports to SDRS
7. Advises payroll personnel regarding deductions and benefits changes
8. Assists in management of district insurance program, flexible benefit and reimbursements
9. Acts as the business office representative on the district insurance committee
10. Maintains all records on leaves and vacations
11. Records attendance and benefit accumulations
12. Enrolls new employees for and explains district benefit and deduction programs
13. Conducts exit interviews for information related to retirement program, COBRA, health insurance program, employment termination information
14. Other duties as assigned by the business manager

PHYSICAL DEMANDS:

ENVIRONMENTAL DEMANDS:

EVALUATION: Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

BOARD RELATIONS: Provide information to board members upon request and attend all board meetings as requested by the superintendent or his designee

PUBLIC RELATIONS: Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of ***enabling all students to succeed in an ever-changing world.***

POSITION DESCRIPTION

Title: Graphic Arts Supervisor

Reports to: Administrative Director of Finance and Purchasing

General Responsibilities:

Provides leadership in planning, managing and evaluating the operation of Graphic Arts Department. Supervises and coordinates the work of the department staff. Responsible for the operation of all machines and all printing production.

Performance Responsibilities:

- Supervises and coordinates activities of employees performing composition/layout, platemaking/photography, reproduction and collating.
- Evaluates production of personnel.
- Coordinates services to all departments within the school system.
- Supervises printing, inventory control and cost control at six (6) sites.
- Supervises cost estimating and editing.
- Reviews and approves job orders. Consults on specific job requirements.
- Analyzes monthly job cost reports. Maintains accurate job cost records for planning annual budget.
- Maintains inventory of materials and supplies to meet production requirements.
- Assures that all material and supplies meet the job order specifications for amount and quality.
- Determines project priorities and assigns work for most efficient use of equipment and personnel.
- Coordinates work progress and schedules necessary personnel.
- Follows up on production schedules to assure deadlines are met.
- Coordinates machine operating and maintenance schedules to minimize down time.

- Recommends new equipment to increase production efficiency and reduce costs.

- Reviews information on the latest technology in printing industry.

- Evaluates equipment in line with work volume capabilities and improved technologies to determine replacement or obsolescence point.

Qualifications:

- A high school education plus five (5) years experience in printing, layout, design and distribution at supervisory level.

POSITION DESCRIPTION

TITLE: Child Nutrition Program Director

Reports to: Associate Superintendent for Business Affairs

General Responsibilities:

Administrative and professional work in carrying out the overall School Food Service Programs of the School Board, including organization, promotion and development of individual school programs and cooperate with other school personnel in developing standards, policies and practices.

Performance Responsibilities:

- Develops
  A. An Administrative budget for the total program and individual budgets for school food service units
  B. Specifications for food service equipment; determines equipment to be purchased according to needs and budgetary limitations
  C. Materials for inservice training of food service personnel

- Reviews monthly financial statements

- Maintains
  A. Cost control on individual school food service units
  B. Contacts with and cooperates with such outside agencies at the City-Parish Health Department, State Department of Education, and U.S. Department of Agriculture, for conformance to all applicable laws and policies

- Evaluates and develops food service operations to meet the needs of students

- Recommends the appointment of school food service personnel

- Instructs individuals and groups in the principles of nutrition as applied to the selection of foods

- Interprets school food service objectives to principals, teachers, students, parents, the media and general public

- Administers the USDA food distribution program for the parish public school system and for some state and parochial schools

- Makes a continuous evaluation of the effectiveness of the food service program in all its varied contacts within and without the organization

Qualifications:

Graduation from an accredited college or university with a Master's Degree in Foods and Nutrition or Institution Management and must hold a parish school lunch supervisor's certificate.

Ability to plan, organize, assign, direct and inspect the work of sub-ordinates, to exercise good judgement in evaluating situations and making decisions, to speak before various groups and organizations

POSITION DESCRIPTION

TITLE: Risk Manager

Reports to: Administrative Director of Finance and Purchasing

General Responsibilities: Identification, evaluation, monitoring, and management of risk exposures and losses confronting the School Board and make recommendations thereon. Implements plans for the protection of all School Board resources in the areas of property and casualty losses, general liabilities, workers' compensation and health/life insurance program.

Performance Responsibilities:

- Develops and implements a comprehensive risk management program encompassing all appropriate areas of risk of School Board's resources.
- Manages and directs matters related to employee/retiree group health/life insurance program.
- Manages and directs matters related to providing for a safe environment and workers' compensation.
- Develops a management information system for collecting and reporting information related to claims, reserves, and other data necessary for implementation of a risk management program.
- Reviews, analyzes and summarizes program performance/results and make appropriate recommendations to immediate supervisor and the School Board.
- Drafts policies and procedures manuals for risk management program, and revise as necessary and make appropriate recommendations.
- Coordinates data processing and accounting needs with appropriate personnel.
- Supervises and evaluates clerical staff.
- Monitors School Board operations and State and Federal regulations, legislation, and court decisions for implications for the Risk Management Program.
- Compiles and examines cost information, prepares reports, and makes recommendations to immediate supervisor.

TITLE: Risk Manager

Performance Responsibilities Continued:

- Assists in reviewing lawsuits against the School Board and/or Parish personnel and works closely with the appropriate attorney in obtaining and preserving evidence relating to disputed claims.

- Develops and administers the annual budgets for areas of responsibility in accordance with School Board policies and procedures and submits for the approval of immediate supervisor.

- Ensures that all appropriate insurance/self-insurance records and reports are developed and maintained.

- Performs other duties as directed by immediate supervisor.

Qualifications: Bachelor's Degree in Business Administration, Accounting or related field. Three years experience in insurance or risk management related field, i.e., underwriting, claims administration or workers' compensation, preferred. Experience in working with microcomputers, electronic spreadsheets, and database management programs. Such alternatives to the above qualifications as deemed appropriate.

POSITION DESCRIPTION

TITLE: Grants Fiscal Officer

Reports to: Chief Accountant

General Responsibilities:

Prepares or assists in the preparation of all special program budgets and reports. Supervises all special program expenditures.

Performance Responsibilities:

- Prepares and manages all federal reimbursement requests.
- Assists in the preparation and review of all federally-titled budgets.
- Assists in the maintenance of a current chart of accounts.
- Assists in review of federal budgets, other grants and accounts to insure compliance with all legal and program requirements.
- Compiles special financial reports and questionnaires.

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in Accounting or Business Administration (with 27 hours in accounting). Two (2) years of successful administrative and accounting experience with a large corporation or public entity.

POSITION DESCRIPTION

TITLE: Supervisor of Employee Benefits

Reports to: Administrative Director of Finance and Purchasing

General Responsibilities:

Assists the Administrative Director of Finance in the direction and supervision of Employee Benefit Programs for the school system and directly supervises the work of personnel in the Employee Benefits Department. The incumbent insures development of appropriate employee communication programs.

Performance Responsibilities:

- Assists in the development and implementation of employee benefit programs.
- Assists in the development and implementation of employee benefit communications and education programs.
- Provides daily supervision of the Employee Benefits Department.
- Coordinates employee benefit operations with other departments, such as, Payroll, Personnel, Data Processing, etc.
- Consults with and advises employees individually and in groups relative to insurance, retirement, and other employee benefits.
- Oversees preparation of group insurance and retirement reports.
- Oversees preparation and distribution of employee benefit statements.

Qualifications:

Graduate of an accredited college or university. Able to communicate and develop effective working relationship with others. One year of successful experience in benefit administration, payroll/accounting functions or similar activities.

COORDINATOR OF RECYCLING AND WASTE MANAGEMENT

1. Prepares bid specifications for recycling and refuse removal.

2. Coordinates training of recycling procedures.

3. Implements new procedures as mandated by state, federal and local legislation.

4. Monitors waste handling techniques to insure maximum efficiency and cost containment and makes recommendation to custodial foreman.

5. Maintains refuse collection and recycling budget.

TITLE: Director of Technology

QUALIFICATIONS:

1. Bachelor's Degree (Computer Science or related field preferred).

2. Demonstrated expertise in the management and operation of technology environments for administrative and educational functions.

3. Skilled in communications, human relations, team building, ability to manage using a shared decision making approach, and collaboration.

4. Knowledge and skilled in application of innovative educational technologies.

5. Experience in the HP 3000 environment, Image database, networks and various workstations.

6. Knowledge of and expertise in systems analysis, Cobol, and 4 GL report writers.

Reports to:
Assistant Superintendent of Business and Auxiliary Services

JOB GOAL: To provide leadership and assistance in the design, implementation, coordination and operation of the District's technology plan.

PERFORMANCE RESPONSIBILITIES:

1. Directs the development, implementation and evaluation of the District administrative/educational technological plans and programs.

2. Assists with the demographic studies of the District.

3. Directs cost analysis of user initiated requests for modifications in programming and hardware.

4. Directs and develops needs assessment of administrative and educational computing.

5. Maintains current knowledge of software application programs and operation requirements for administrative computing on the HP 3000 and personal computers.

6. Assists in working with other governmental agencies in regards to data processing.

7. Assists other departments in using data and information from the HP 3000 and administrative personal computers.

8. Directs the development and coordination of installation and use of local area networks.

9. Provides leadership for collecting, organizing, and sharing information through technology.

10. Provides technical direction for managing information to all systems within the organization through: Planning, training and evaluation of technology as a tool.

11. directs technical support for student attendance, personnel, accounting, confidential record maintenance and related compliance functions.

12. Directs and coordinates acquisition of hardware for educational and management functions.

13. Supervises, evaluates, and provides leadership for building a cohesive team within the technical staff.

14. Directs routine technology support functions such as:
    - Installation of new software/hardware
    - Inventory control of hardware/software and related supplies
    - Generating cyclic reports - staff, students, etc.
    - Mainframe/administrative PE communication
    - File sharing across multiple platforms
    - Coping data to different media
    - Data extraction, e.g., image data base to ASCII
    - Review of new tools and alignment to current resources and future tasks

15. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Twelve months. Salary and work year to be according to the current schedule as established by the Governing Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative

SALARY CLASSIFICATION: Placement of appropriate salary schedule(s) will be according to experience and training.

JOB DESCRIPTION

TITLE: Specialist in Energy Management

QUALIFICATIONS:

1. Bachelor's Degree in Mechanical Engineering or related technical field.

2. A minimum of three (3) years engineering experience is required with (2) of them in energy related work.

REPORTS TO: Director of Business Operations

JOB GOAL: To institute and maintain a program to conserve energy and to curb, insofar as possible, expenditures for electricity, gasoline, natural gas, oil and water while obtaining or maintaining acceptable environmental conditions.

PERFORMANCE RESPONSIBILITIES:

1. Initiating, recommending and promoting changes to buildings, equipment and operating policies for the purposes of energy conservation and cost reduction.

2. Monitoring, analyzing and reporting energy consumption and cost information.

3. Gathering technical information and assistance from area universities, Power & Light, professional organizations, government agencies and other sources to enhance energy conservation and cost reduction.

4. Performing additional duties as may be assigned by the Director of Business Operations. Typical assignments may include staff support work for asbestos regulation compliance, radon screening and lead in water surveys.

TITLE

DIRECTOR OF ENERGY, ENVIRONMENT AND SAFETY

GENERAL RESPONSIBILITIES

1. Reports to the Assistant Superintendent for Support Services in Education

2. Monitors district-wide energy utilization; prepares periodic reports and develops and provides energy conservation information and training

3. Investigates environmental and safety concerns and coordinates with Federal and State agencies to insure compliance to all applicable rules and regulations

4. Serves as the Superintendent's representative for the school district to the Collier County Emergency Management Department in development, coordination and implementation of County Emergency Management Plan

5. Serves as the district liaison to various federal, state, regional, county and municipal agencies in matters dealing with environmental issues affecting school district property or personnel.

SPECIFIC RESPONSIBILITIES

1. Administers the district's Asbestos Management Plan insuring compliance with all state and federal regulations and serves as a technical advisor to district departments, schools, and/or personnel relative to asbestos training, abatement, monitoring and reporting

2. Responsible for the conduct of the annual Department of Education Rule 6A-2 Health and Safety inspection and submission of subsequent reports

3. Administers the State of Florida Energy Grant Program and functions as technical advisor to district departments, school and/or personnel relative to the implementation, monitoring and reporting of approved energy grants

4. Responsible for compliance with standards developed for air quality, water quality, radon and other environmental/safety standards or deficiencies

5. Conducts investigations of safety violations and accidents and makes recommendations for appropriate corrective action

6. Administers fuel tank monitoring and removal in accordance with state and federal regulations; develops related budgetary recommendations and functions as the district liaison with appropriate regulatory agencies

7. Serves as a resource person to principals and departmental directors regarding school safety procedures and employee safety training

8. Serves as the chairman of the Collier County Safety Committee and administers the district safety budget

9. Maintains Material Safety Data Sheets (MSDS); surveys all work sites for toxic chemicals; insures employees are trained in the use of toxic substances as required; maintains records and processes applications for disposal of toxic chemicals

10. Determines criteria and develops bid specifications for fire extinguisher service contract; administers inspection and evaluates service

11. Coordinates with local fire inspectors and other agencies with inspection responsibilities

12. Coordinates the identification of schools to be designated as hurricane shelters by the County Emergency Management Department

13. Develops and maintains the Emergency Management Plan for Collier County Public Schools

14. Develops plans for the emergency closing of schools during power failures, floods and adverse weather conditions

15. Coordinates the development and implementation of a district recycling program

16. Performs such other duties as required by the Assistant Superintendent for Support Services in Education.

BENEFITS MANAGEMENT SPECIALIST

RESPONSIBILITIES:

The Benefits Management Specialist will be responsible for educating employees about their benefits including dental, life, long term disability, PERA, and sick leave. In addition to educating employees regarding their benefits, the major focus of this position will be to assist the employees in becoming better consumers of their benefits. Specific duties will include:

- Orient new employees to the District's benefit philosophy, goals, and specific programs.
- Screen new employees and their dependents for pre-existing conditions and report to carrier.
- Review the employee and dependent eligibility for the medical plan on a regular basis and report discrepancies to the carrier.
- Provide employees with information on cost efficient providers and "fair prices" for services.
- Explain benefits plan provisions and claim procedures.
- Initiate and coordinate case management on catastrophic, chronic large claims, and potentially large hospitalizations with carrier.
- Provide assistance in resolving employee claims disputes.
- Provide information on low cost, effective health services, free community service programs and/or other educational programs.
- Interview and counsel long term disability claimants. Work with the carrier, doctors, and staff to return LTD claimants to work as soon as possible.
- Serve as liaison with District's Risk Manager to coordinate LTD light duty program.
- Develop procedures for screening benefits payments and needed referrals to carrier and as appropriate, District staff.

- Prepare information for employees on a variety of topics including successful hospital confinement which will assist in helping them become better consumers of health care.

- Review monthly and carrier cost management reports and prepare analysis. Prepare summary reports on various aspects of benefits package.

QUALIFICATIONS:

- Medical or nursing degree/certificate. College background or degree desirable.

- 3-5 years experience in a medical field, insurance claims office, hospital, or related field.

- Demonstrated ability to understand and analyze medical technology and carrier cost management reports.

- Demonstrated ability to manage or establish innovative processes for cost containment and employee education.

- Demonstrated ability to work well with others and possesses good problem solving skills.

- Demonstrated ability to work well with health care professionals.

- Demonstrated ability to initiate and follow through on projects with little supervision.

- Knowledge and skills in computers, writing, and group presentation.

WORK YEAR: 12 months, Professional Technical

SALARY:

REPORTS TO: Executive Director of Business Services

POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR OF PERSONNEL
PAY GRADE: A-9
CONTRACT: 230 DAYS
REPORTS TO: ASSOCIATE SUPERINTENDENT FOR BUSINESS AND PERSONNEL

POSITION SUMMARY

Provides administrative leadership for coordination of all district personnel policies and procedures, and provides a service department for all district personnel by maintaining and updating personnel files.

1. INSTRUCTIONAL MANAGEMENT.

   a. Sustains knowledge of the district's curricula and instructional strategies and the methods in which areas of responsibility can support the instructional program.

2. SCHOOL/ORGANIZATIONAL CLIMATE.

   a. Promotes teamwork and participatory decision-making among all district employees.
   b. Cooperatively develops long-range and short-range objectives and goals for the areas of responsibility.
   c. Recognizes individuals and programs for having achieved excellence and cost saving procedures and information.
   d. Provides for a comfortable and safe environment.
   e. Anticipates, manages, and resolves conflict fairly and effectively.

3. SCHOOL/ORGANIZATIONAL IMPROVEMENT.

   a. Works and communicates with staff to develop a desired state of effectiveness and efficiency.
   b. Weighs risks involved in proposed program changes perceptively.
   c. Provides for systematic evaluation of the effectiveness of the areas of responsibility.
   d. Works with other personnel in projecting staffing needs, building and facility needs, capital equipment needs, and other items for district and individual school improvement.
   e. Promotes a positive image that supports the mission of the school district.

4. PERSONNEL MANAGEMENT.

   a. Delegates duties, responsibilities, and functions effectively.
   b. Makes sound recommendations regarding personnel management, recruiting, selection, transfer, retention, evaluation, and dismissal procedures.
   c. Defines and clearly communicates performance expectations to subordinates.
   d. Observes, identifies, and documents evidence of subordinates job performance in accordance with applicable appraisal guidelines.
   e. Matches staff members and job assignments effectively.

5. ADMINISTRATION, FISCAL, AND FACILITIES MANAGEMENT.

   a. Manages the district operations of Personnel.
   b. Develops and implements cost effective practices throughout the district.
   c. Is punctual in carrying out responsibilities.

6. STUDENT MANAGEMENT.

   a. Understands the student management system and expected student behavior related to personnel aspects of the district to include budgeting, planning, and personnel needs.

7. SCHOOL/COMMUNITY RELATIONS.

   a. Articulates to the general public the district's mission and goals as well as the ways in which the area of responsibility supports these directions.
   b. Participates in community activities that foster rapport and mutual respect between the district and the larger community.
   c. Responds to parent/community concerns in a timely manner.
   d. Projects a positive image to the staff, students, and community.

8. PROFESSIONAL GROWTH AND DEVELOPMENT.

   a. Seeks out and participates in professional development programs.
   b. Conducts oneself in a professional and ethical manner.
   c. Actively participates in professional organizations.
   d. Uses information provided through assessment instruments and the district appraisal process to improve performance.
   e. Disseminates ideas and information to other professionals.
   f. Maintains contact with current research and practice.

9. ADDITIONAL DUTIES.

   a. Performs additional duties and accepts other responsibilities as may be assigned by the Associate Superintendent for Business and Personnel and the Superintendent.

Title of Position: DIRECTOR OF SPECIAL PROGRAMS

Major Job Responsibilities:

1. Prepare, for approval of the Board of Education, the budget for all federal, state, and locally funded restricted or specially designated programs.

2. Ensure that the district complies with all federal, state, and local rules and regulations regarding the district's receipt and expenditure of restricted monies.

3. Direct the operations of the Special Programs department.

4. Report directly to the Assistant Superintendent of Business.

Functions:

1. Assist Program Directors and the Director of Grants Procurement in developing the financial portion of funding proposals for federal, state, or local grants.

2. Assist Program Directors in preparing annual budgets for their program(s) and in monitoring their actual results versus budget during the period of the program.

3. Direct the preparation of interim and final financial reports for federal, state, and local agencies.

4. Direct the preparation of all billings to federal, state, and local funding agencies.

5. Direct the preparation of year end audit workpapers and reports related to restricted programs for purposes of audited financial statements and the Single Audit Report.

6. Analyze and interpret interim and year end Special Programs' financial reports and budgets for the Board of Education, Superintendent, and Assistant Superintendent of Business Affairs.

7. Cooperate and coordinate with the Director of Budget, Director of Finance, and other district personnel in the preparation of the district's budget for the approval of the Board of Education.

8. Keep current on federal, state, and local rules and regulations to ensure that district accounting procedures meet appropriate standards.

9. Perform other duties as assigned by the Assistant Superintendent of Business Affairs.

Qualifications:

1. Bachelors degree in Business Administration with a major in Accounting. Other appropriate bachelors degree may be substituted.

2. Two or more years of financial supervisory experience.

3. Four or more years of financial accounting experience, preferably with at least two years in a governmental accounting arena.

4. Familiarity with federal and state regulations related to the financial accounting for restricted grants.

5. Current knowledge of governmental accounting field through involvement in professional associations, continuing professional development, advanced degree work, etc.

6. Ability to plan, organize, direct staff so that budget and financial reporting deadlines are met.

7. Above average people and communication skills to assist instructional personnel in meeting the goals and objectives of their programs.

HEALTH AND SAFETY OFFICER

Duties and Responsibilities

1. To develop, implement and monitor Board Occupational Health and Safety Policy, Programs and Procedures.

2. To assist the Board in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors;

3. To establish budget proposals for the operation of the Occupational Health and Safety office and specific training programs.

4. To increase health and safety awareness at all levels within the organization;

5. To investigate and report on all serious/critical personal injury accidents occurring to students, staff and/or visitors to the appropriate senior official, and to assist in the investigation of all accidents/ incidents that result in substantial damage to Board vehicles and property;

6. To investigate and report on complaints of hazardous working conditions to the Associate Director and/or other appropriate senior staff.

7. To respond to employees' safety concerns;

8. To conduct, as necessary, the safety inspection of any Board facility.

9. To assist the Board's Joint Occupational Health & Safety Committees;

10. To respond to fires and other emergencies on or about Board property;

11. To co-ordinate registration and removal of hazardous waste;

12. To receive reports from and respond to orders issued by Ministry of Labour inspectors.

13. To arrange for Occupational Health and Safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.

14. To act as liaison with all related governmental bodies and regulating agencies;

15. To co-ordinate the training of personnel in areas of safety, including First Aid, C.P.R., accident prevention and investigation, work place inspections and other matters related to implementing safety procedures in Board facilities;

16. To co-ordinate the Board's emergency procedures and act as the Board's emergency on-site co-ordinator.

17. To assist executive staff, senior administrators, principals and supervisors in emergency preparedness.

18. To develop, review and update appropriate sections of the Board's Emergency Procedures Manual.

19. To liaise with Municipal and Provincial Emergency Planners, update plans, organize exercises and evaluate procedures.

20. To liaise with the Fire Department regarding emergency procedures, communications and fire safety education programs.

21. To co-ordinate the selection and distribution of emergency communications equipment to schools and administrative/support departments.

22. To assume other duties as may be assigned.

MANAGER, PUBLIC RELATIONS

The manager is responsible for providing internal and external communication services to the board. These services include:

1. Responsibility for the production of the bi-monthly internal newsletter, News Across the Board, Education Etobicoke, a 16 page tabloid mail dropped twice yearly, monthly Board Highlights and other print material such as newsletters, brochures/flyers, pamphlets and slide/tape and video presentations.

2. Providing assistance and advice for principals and Education Centre employees on media relations, visual displays, graphic design, print production, public relations, photography and audio/visual production.

3. Maintaining ongoing media relations including an up-to-date list of media organizations, contact with media members, co-ordinating media inquiries, requests for interviews, news conferences and the release of information via news releases.

4. Preparation of speeches, briefs and reports as required by the Chair and/or Director.

5. Compilation and distribution of a weekly news clippings service.

6. Co-ordination of paid advertising, including print and electronic and transit shelter.

7. Acting as liaison with community groups and organizations to disseminate information appropriate to their needs and co-operating on joint public relations ventures designed to promote public education in

8. Production of promotional items such as pins, buttons, T-shirts, magnets, bookmarks, hats.

9. Representing on various Metro Board communications committees.

10. Serving, where required, as a resource on trustee committees, e.g. House, Public Consultation, 25th Anniversary.

11. Attending Board, Standing Committee, Executive Committee and Director's Council meetings.

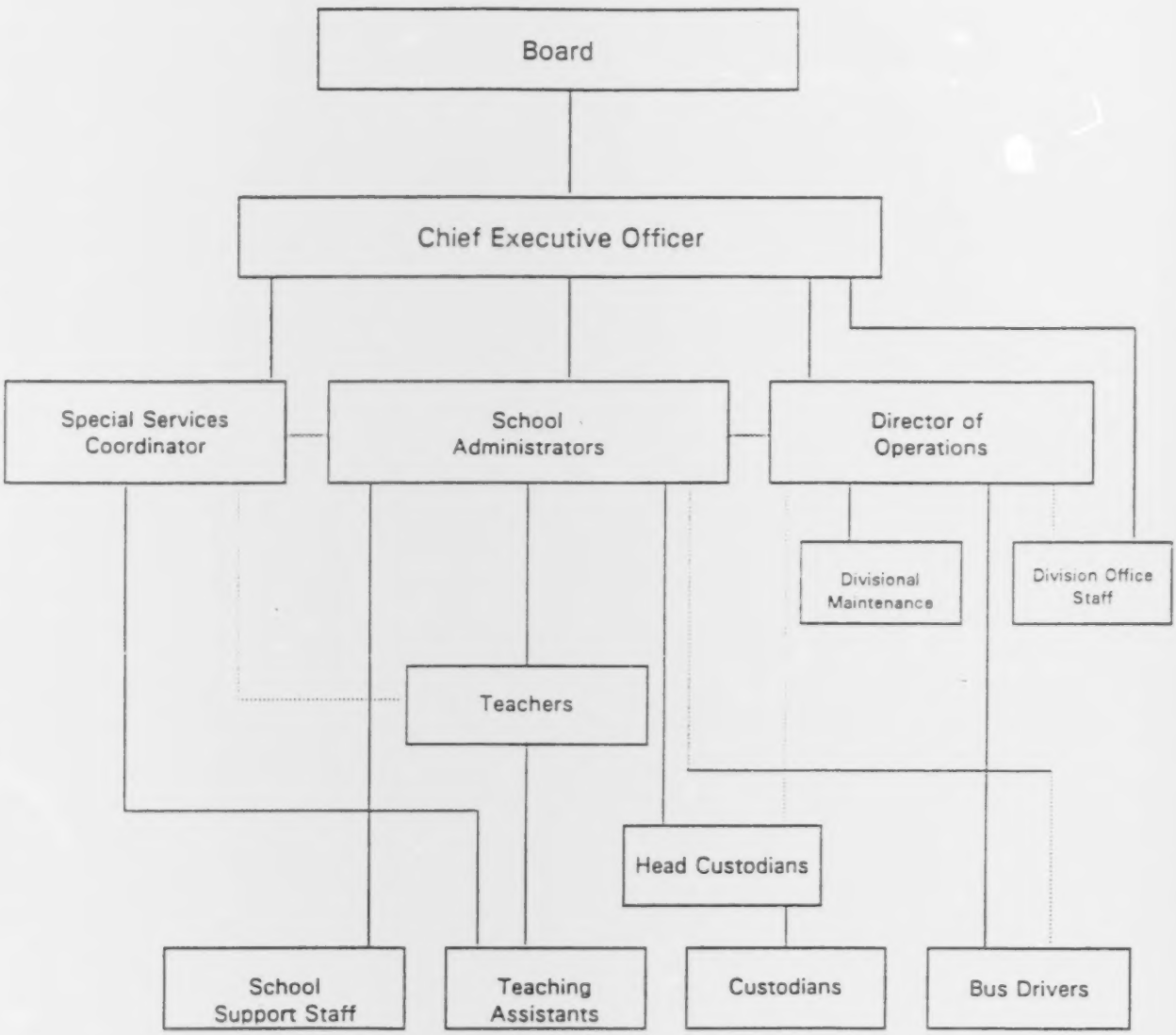
12. Assisting with special events such as Education Week and Award of Excellence.

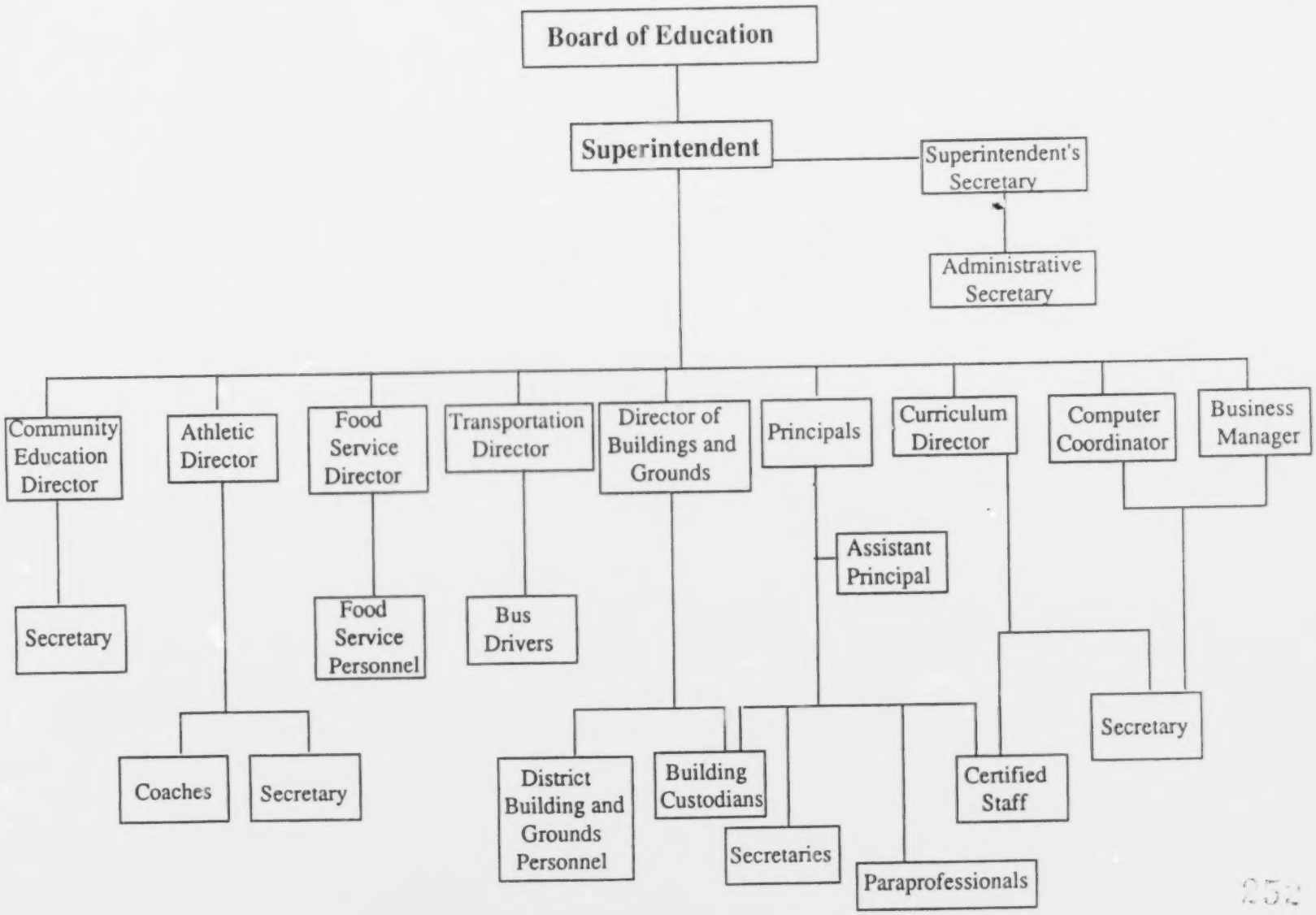
13. Other duties as assigned by the Director.

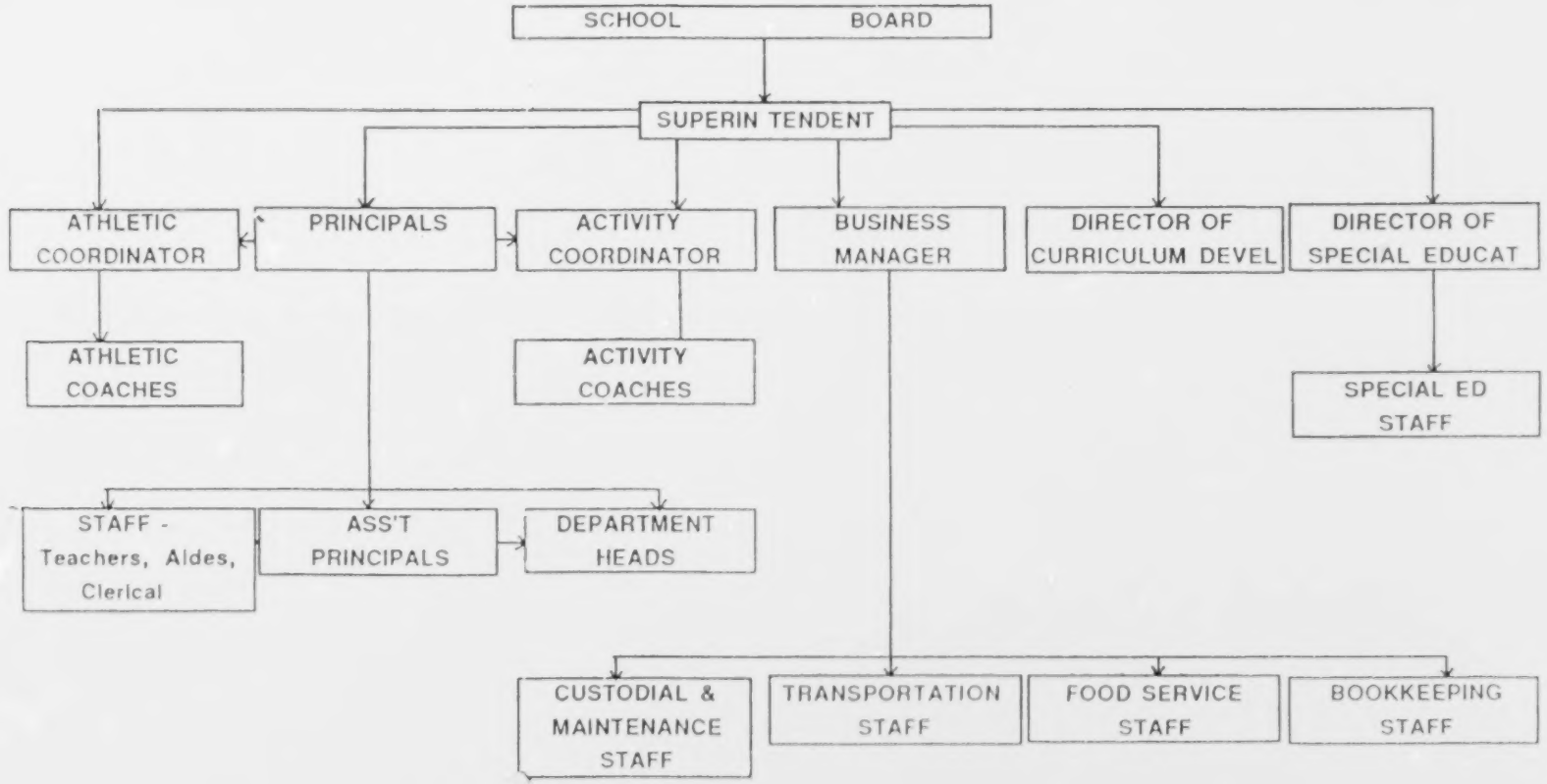
XI.

Organization Charts

Organizational Flow Chart




Board of Education
Superintendent
Superintendent's Secretary
Administrative Secretary
Community Education Director
Athletic Director
Food Service Director
Transportation Director
Director of Buildings and Grounds
Principals
Curriculum Director
Computer Coordinator
Business Manager
Secretary
Coaches
Secretary
Food Service Personnel
Bus Drivers
Assistant Principal
District Building and Grounds Personnel
Building Custodians
Secretaries
Paraprofessionals
Certified Staff
Secretary



A2

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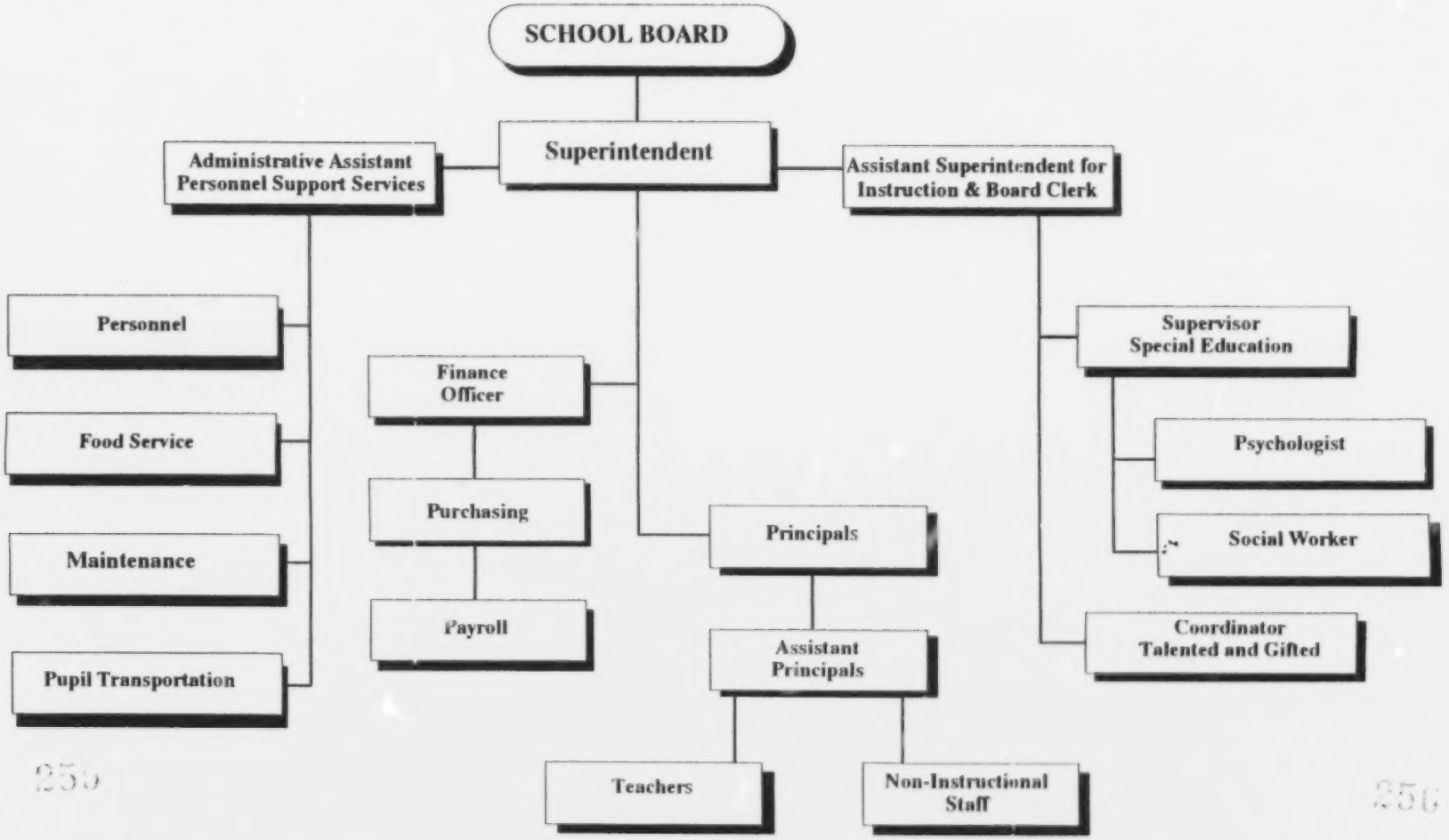
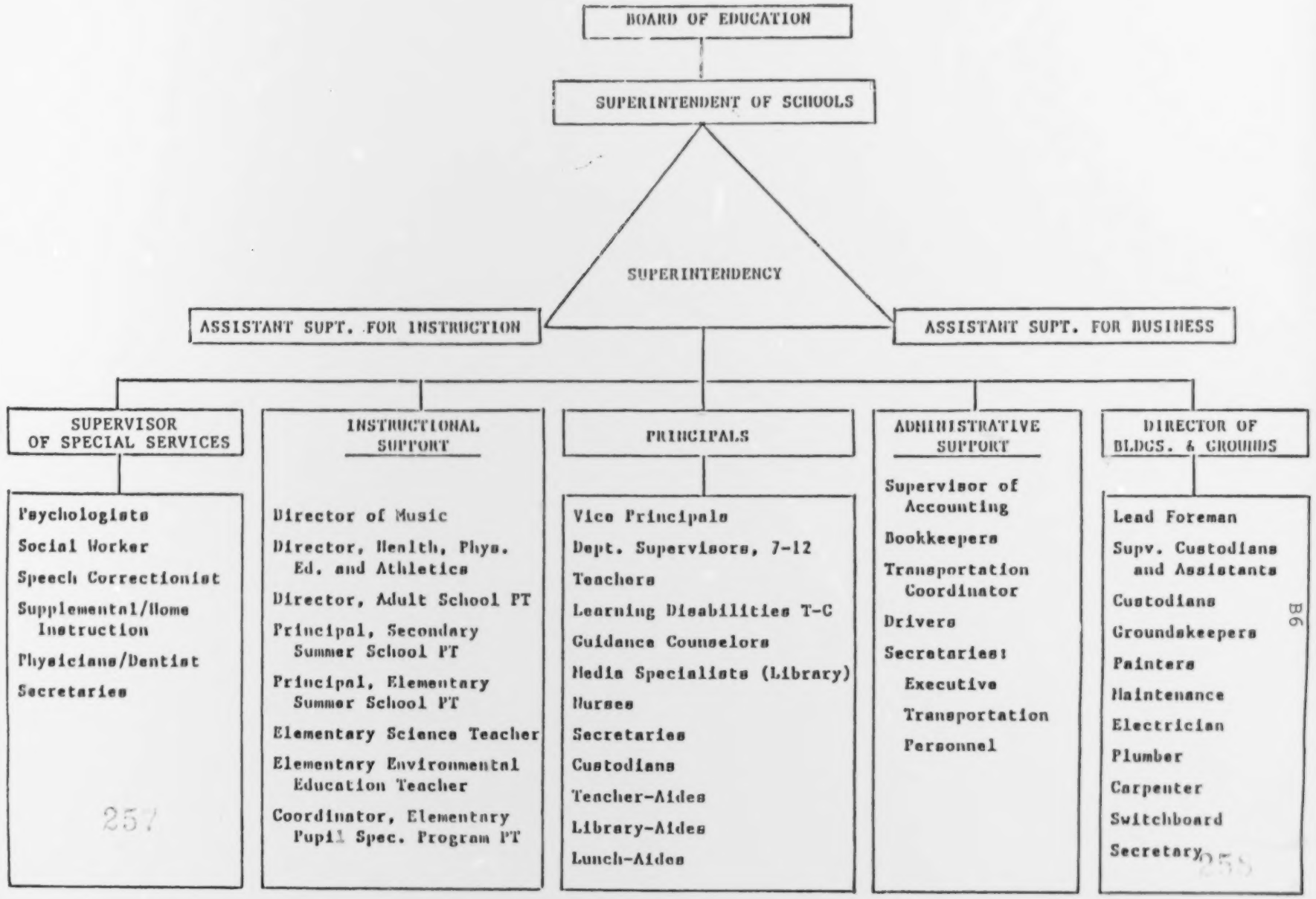
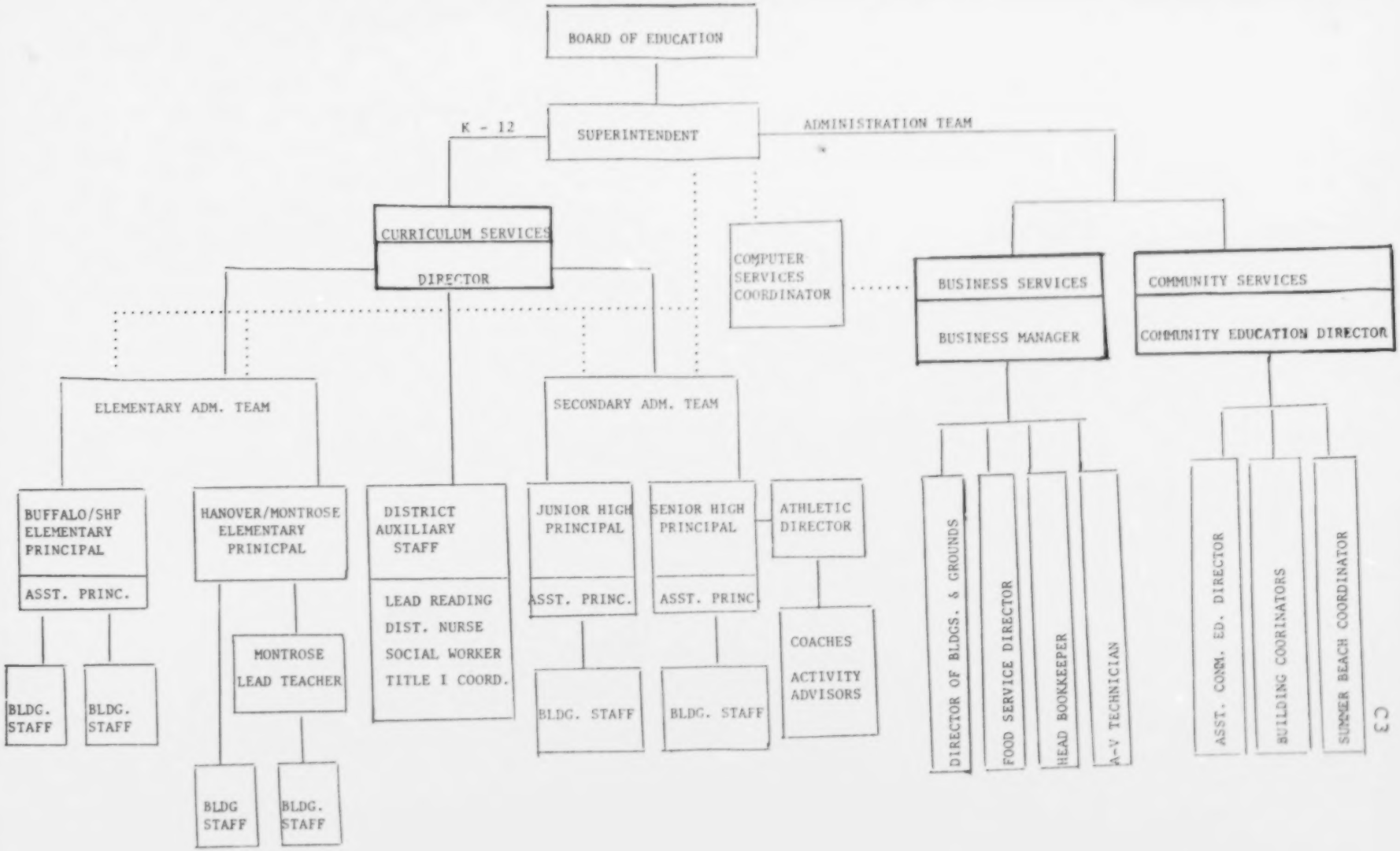
*the custodial, maintenance, and food service will also be accountable to the building principal

Public Schools
Organization Chart

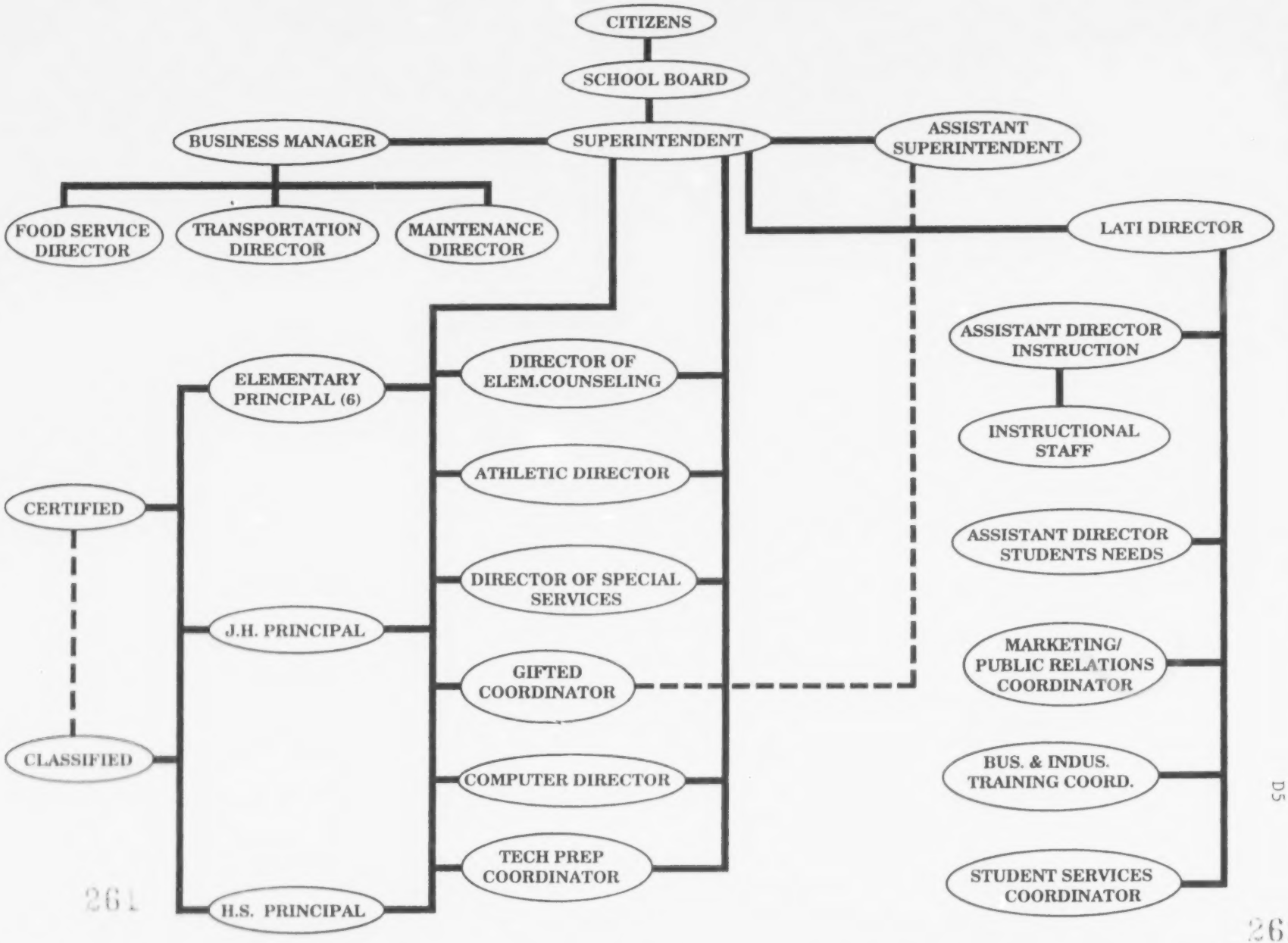



BOARD OF EDUCATION
SUPERINTENDENT OF SCHOOLS
SUPERINTENDENCY
ASSISTANT SUPT. FOR INSTRUCTION
ASSISTANT SUPT. FOR BUSINESS
SUPERVISOR OF SPECIAL SERVICES
Psychologists
Social Worker
Speech Correctionist
Supplemental/Home Instruction
Physicians/Dentist
Secretaries
INSTRUCTIONAL SUPPORT
Director of Music
Director, Health, Phys. Ed. and Athletics
Director, Adult School PT
Principal, Secondary Summer School PT
Principal, Elementary Summer School PT
Elementary Science Teacher
Elementary Environmental Education Teacher
Coordinator, Elementary Pupil Spec. Program PT
PRINCIPALS
Vice Principals
Dept. Supervisors, 7-12
Teachers
Learning Disabilities T-C
Guidance Counselors
Media Specialists (Library)
Nurses
Secretaries
Custodians
Teacher-Aides
Library-Aides
Lunch-Aides
ADMINISTRATIVE SUPPORT
Supervisor of Accounting
Bookkeepers
Transportation Coordinator
Drivers
Secretaries:
Executive
Transportation
Personnel
DIRECTOR OF BLDGS. & GROUNDS
Lead Foreman
Supv. Custodians and Assistants
Custodians
Groundskeepers
Painters
Maintenance
Electrician
Plumber
Carpenter
Switchboard
Secretary

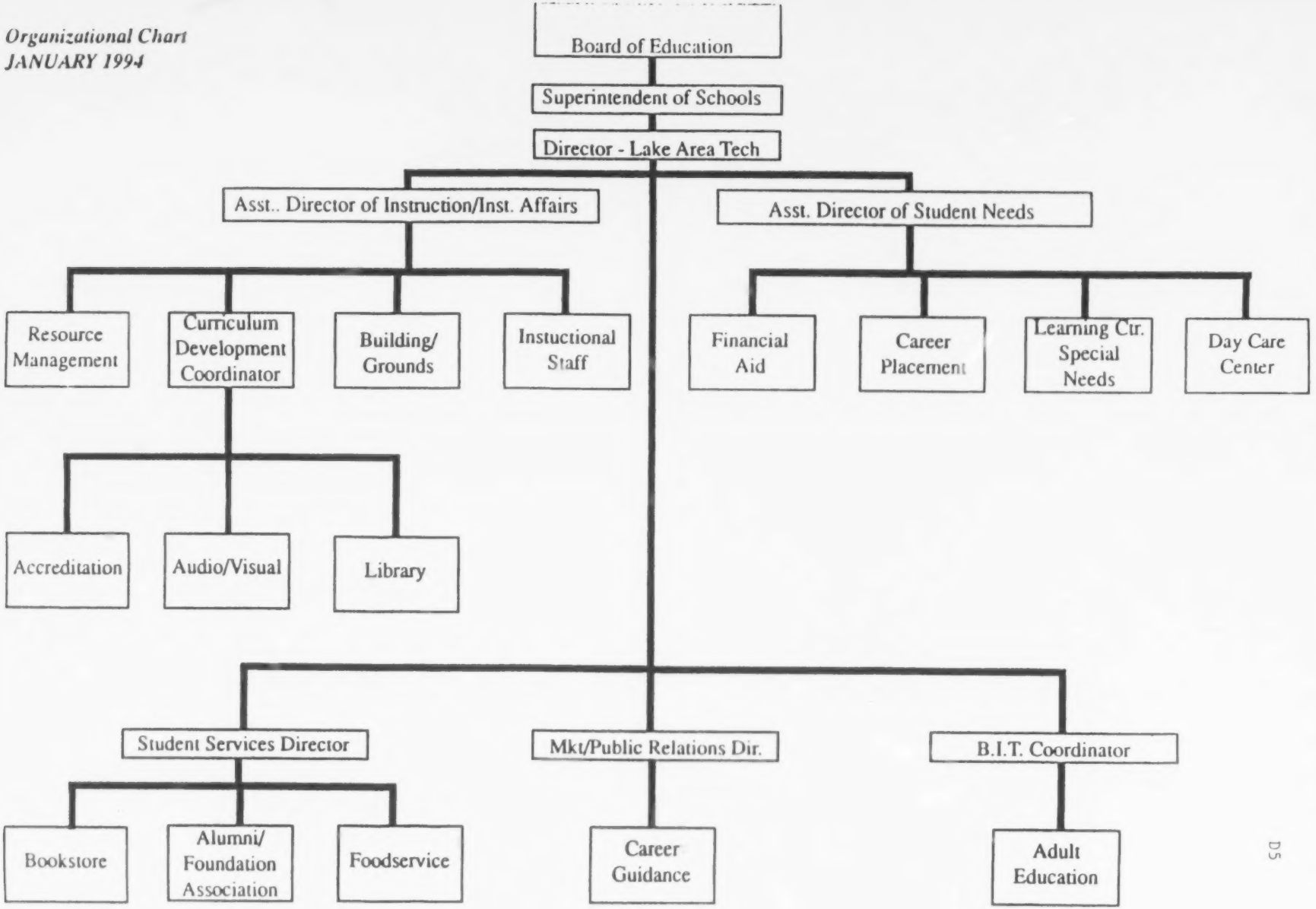


NOTE: 1. K-12 Adm. Team includes Elementary and Secondary Adm. plus Business and Community Services.
2. (.....) see example list for Supt. role with Building Adminstration.

ORGANIZATIONAL CHART



Organizational Chart
JANUARY 1994



DISTRICT ORGANIZATIONAL CHART
August 1994

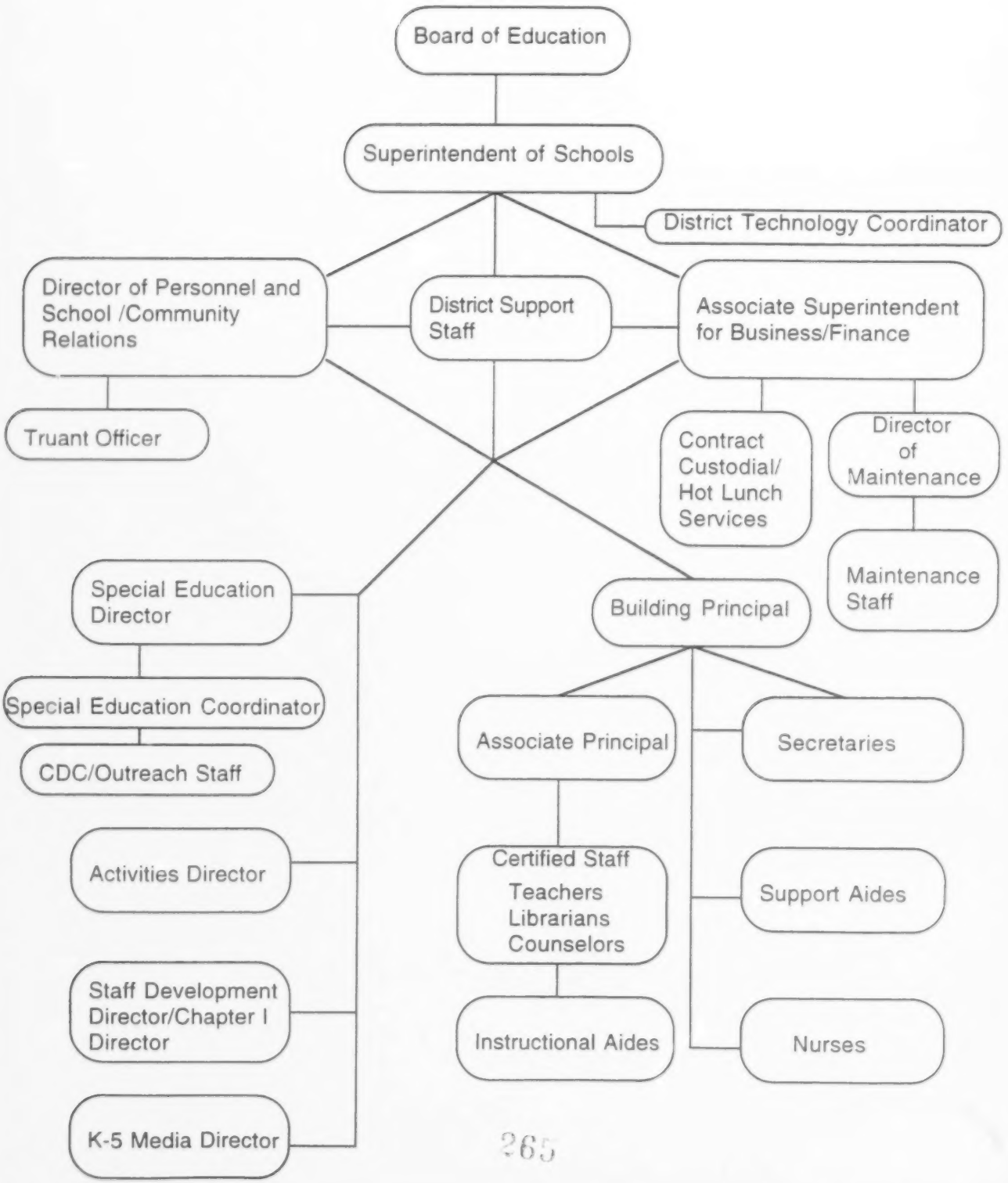
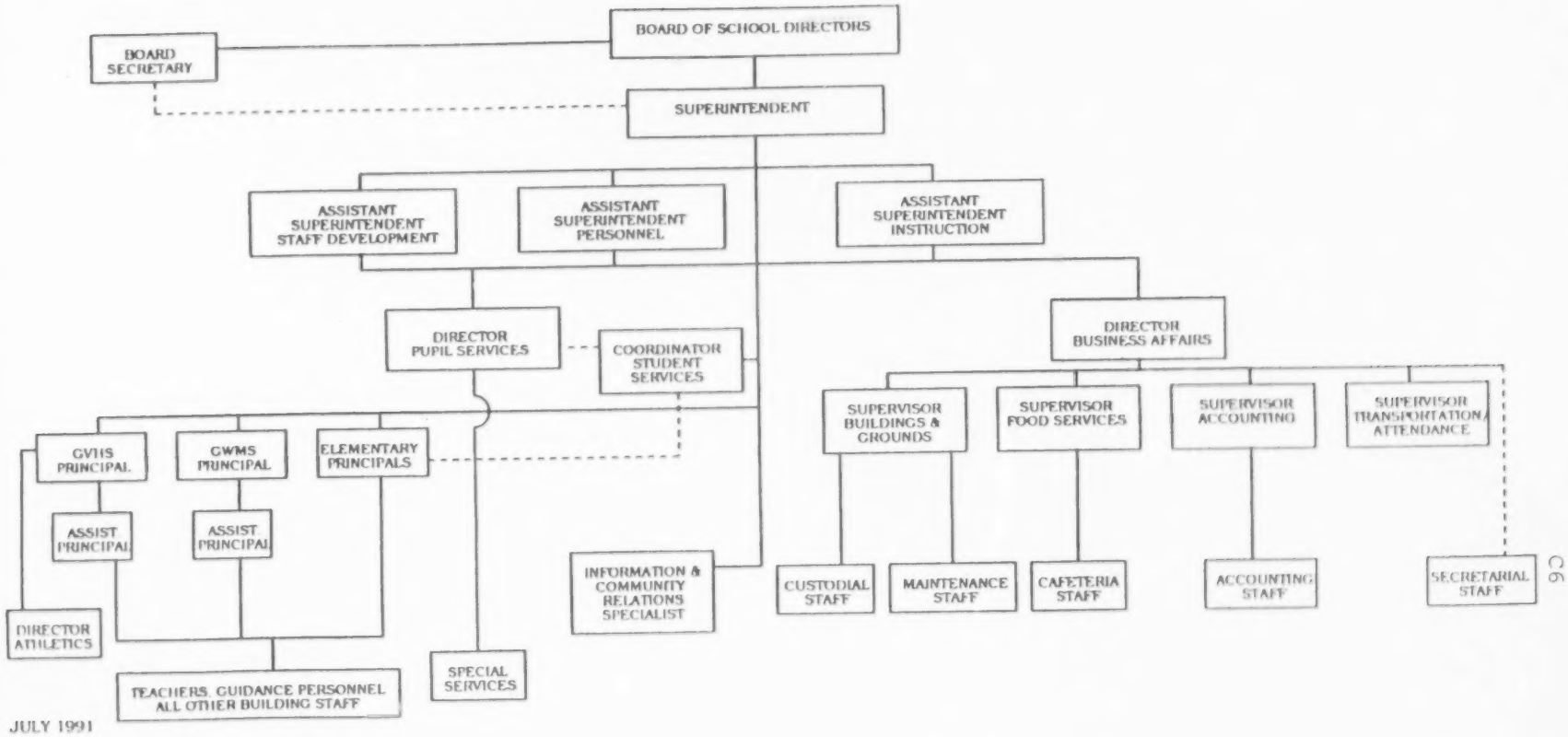


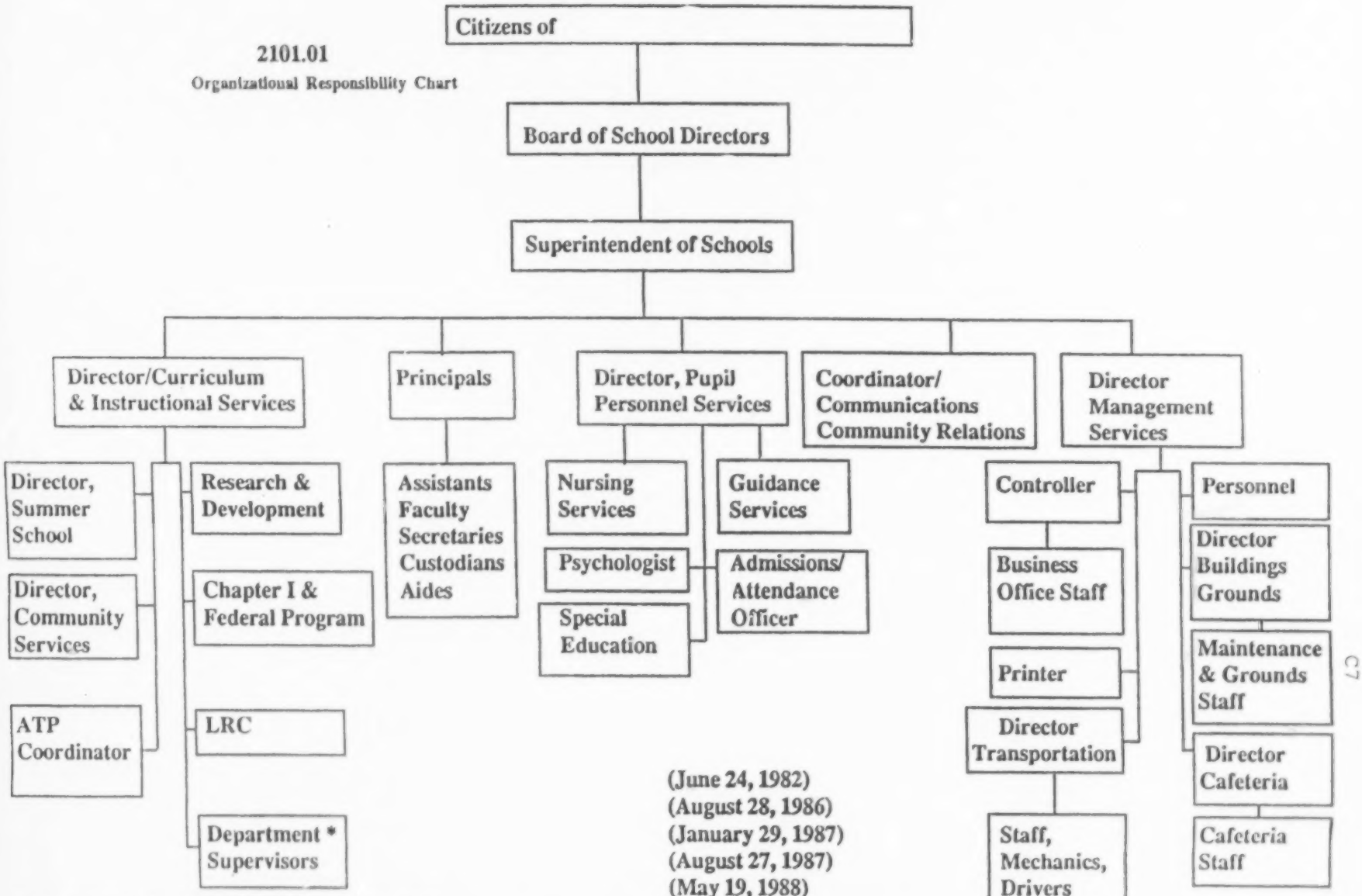
Table of Organization



JULY 1991

2101.01

Organizational Responsibility Chart



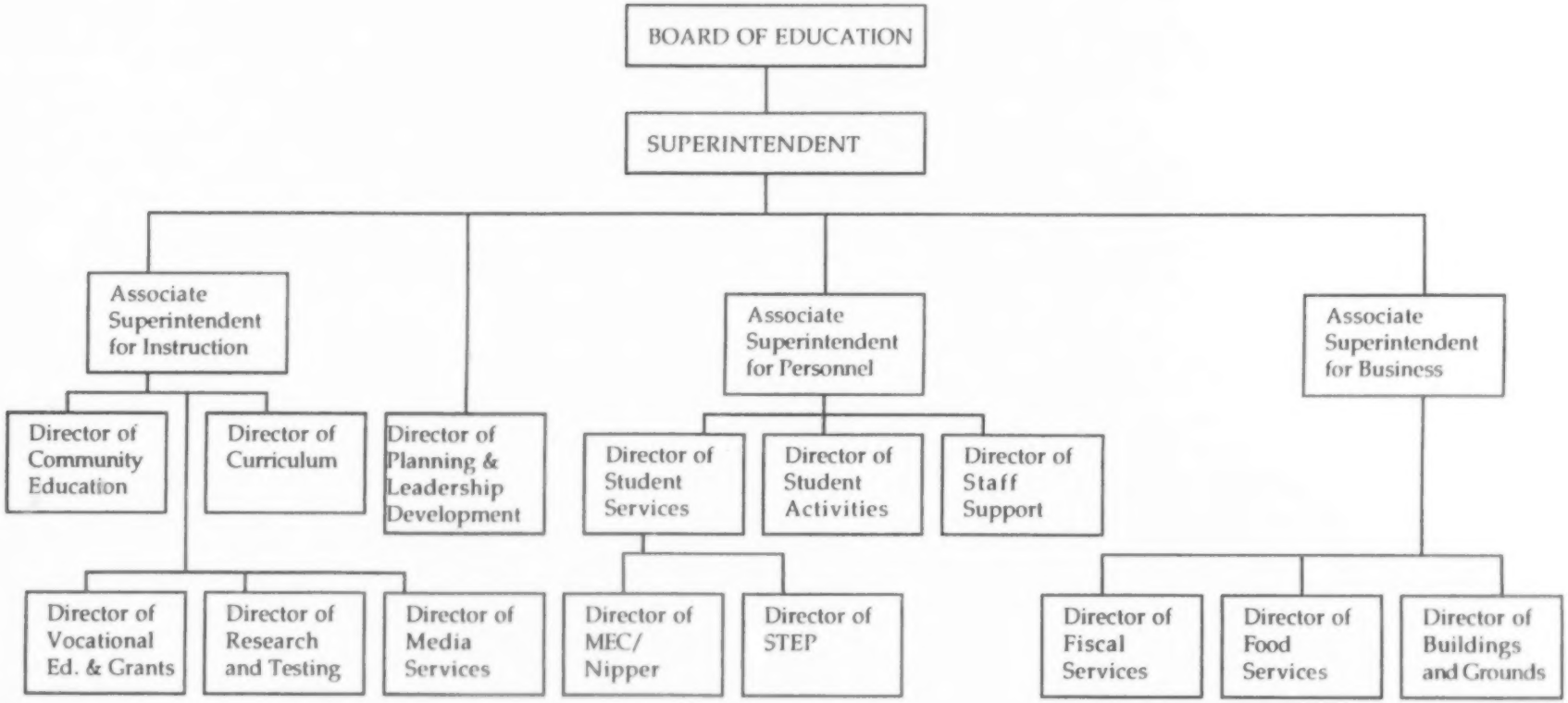
(*Report to building principal while teaching)

(June 24, 1982)
(August 28, 1986)
(January 29, 1987)
(August 27, 1987)
(May 19, 1988)
(May 17, 1989)
(January 25, 1990)

C7

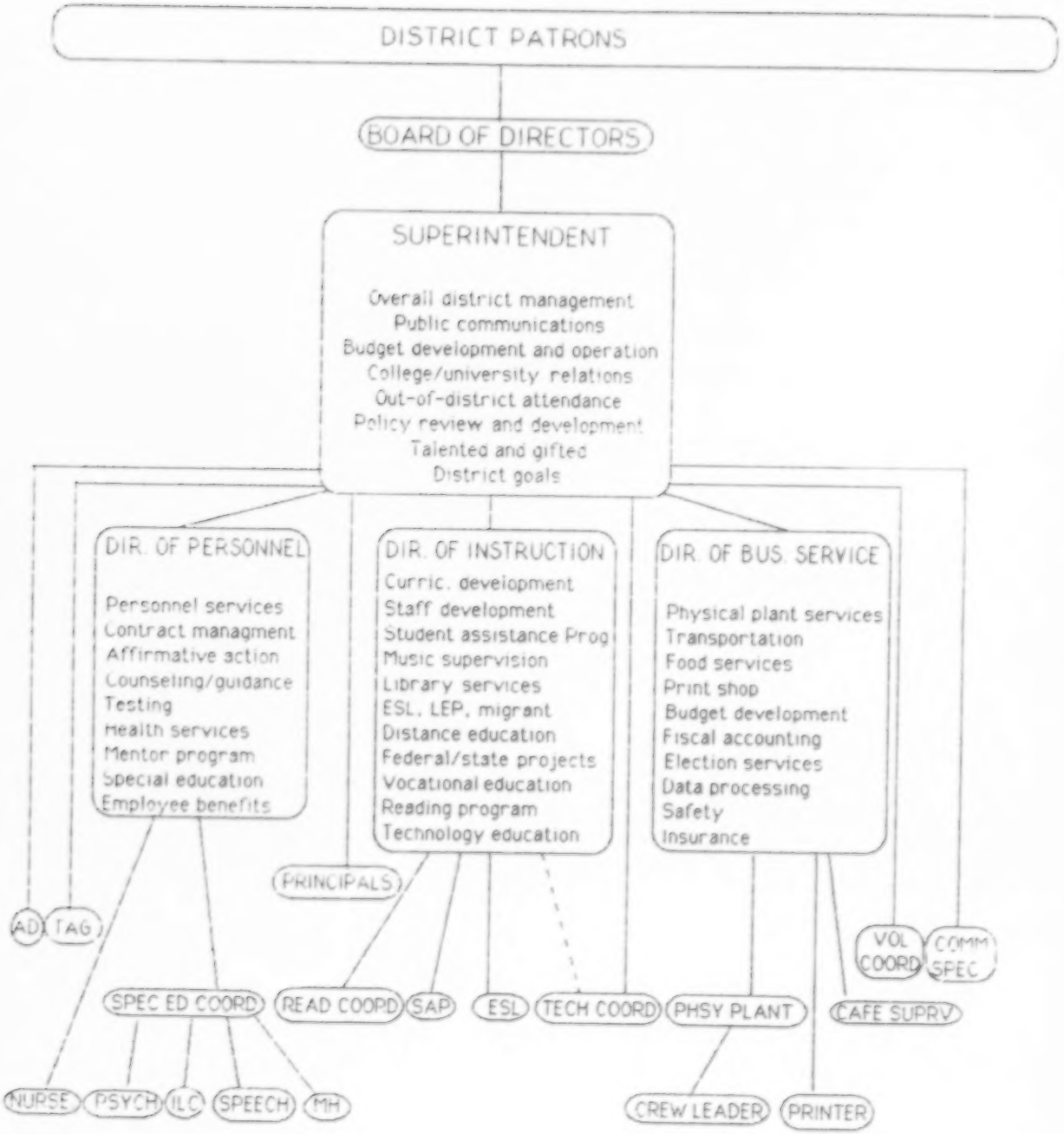
Administrative Organization

Central Office


BOARD OF EDUCATION
SUPERINTENDENT
Associate Superintendent for Instruction
Associate Superintendent for Personnel
Associate Superintendent for Business
Director of Community Education
Director of Curriculum
Director of Planning & Leadership Development
Director of Student Services
Director of Student Activities
Director of Staff Support
Director of Vocational Ed. & Grants
Director of Research and Testing
Director of Media Services
Director of MEC/ Nipper
Director of STEP
Director of Fiscal Services
Director of Food Services
Director of Buildings and Grounds

6-01-88
Revised 1-23-89
Revised 6-22-89
Revised 5-10-90
Revised 7-01-91
Revised 4-09-91

ORGANIZATION CHART



ADMINISTRATIVE ORGANIZATION

Sept. 1992

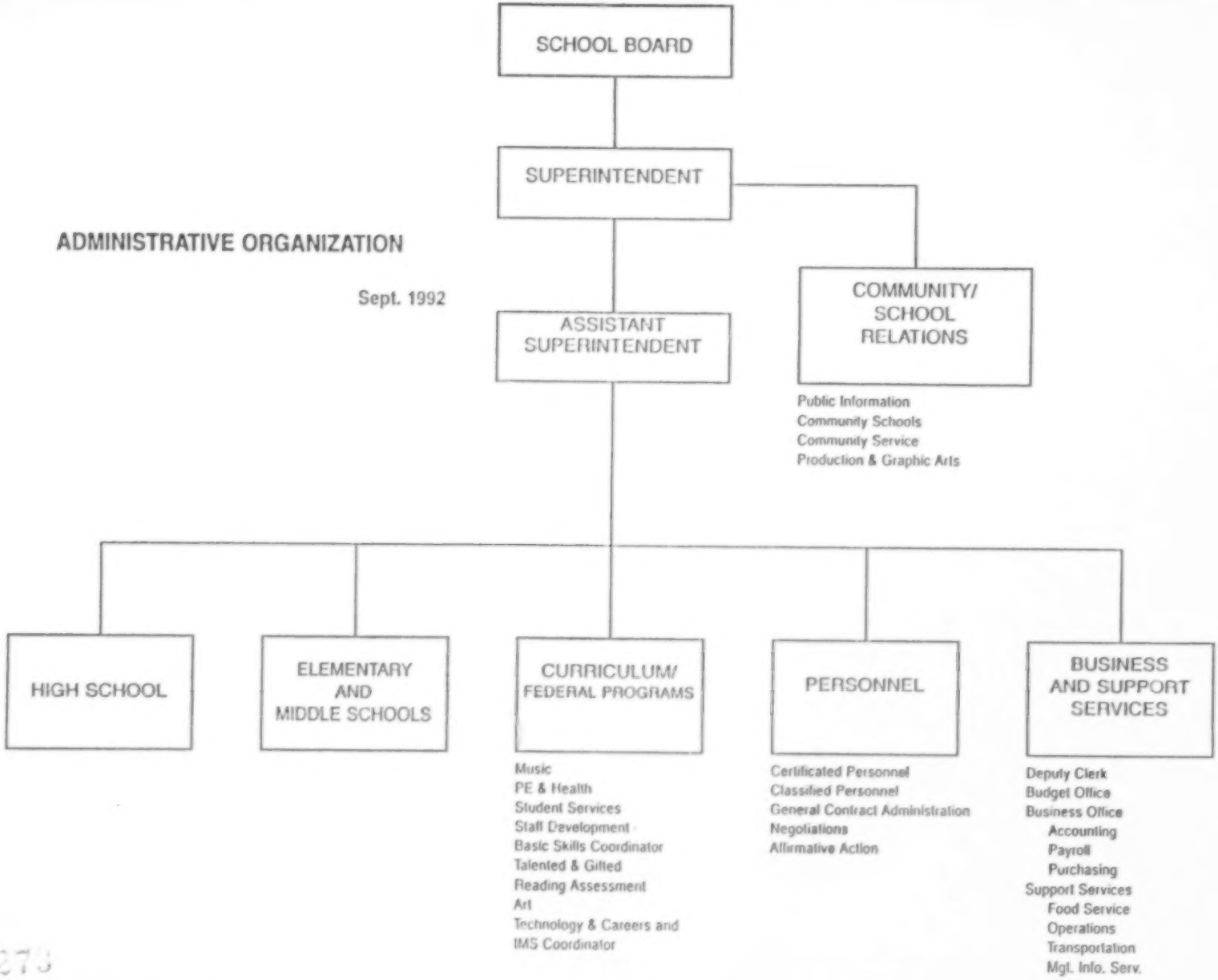
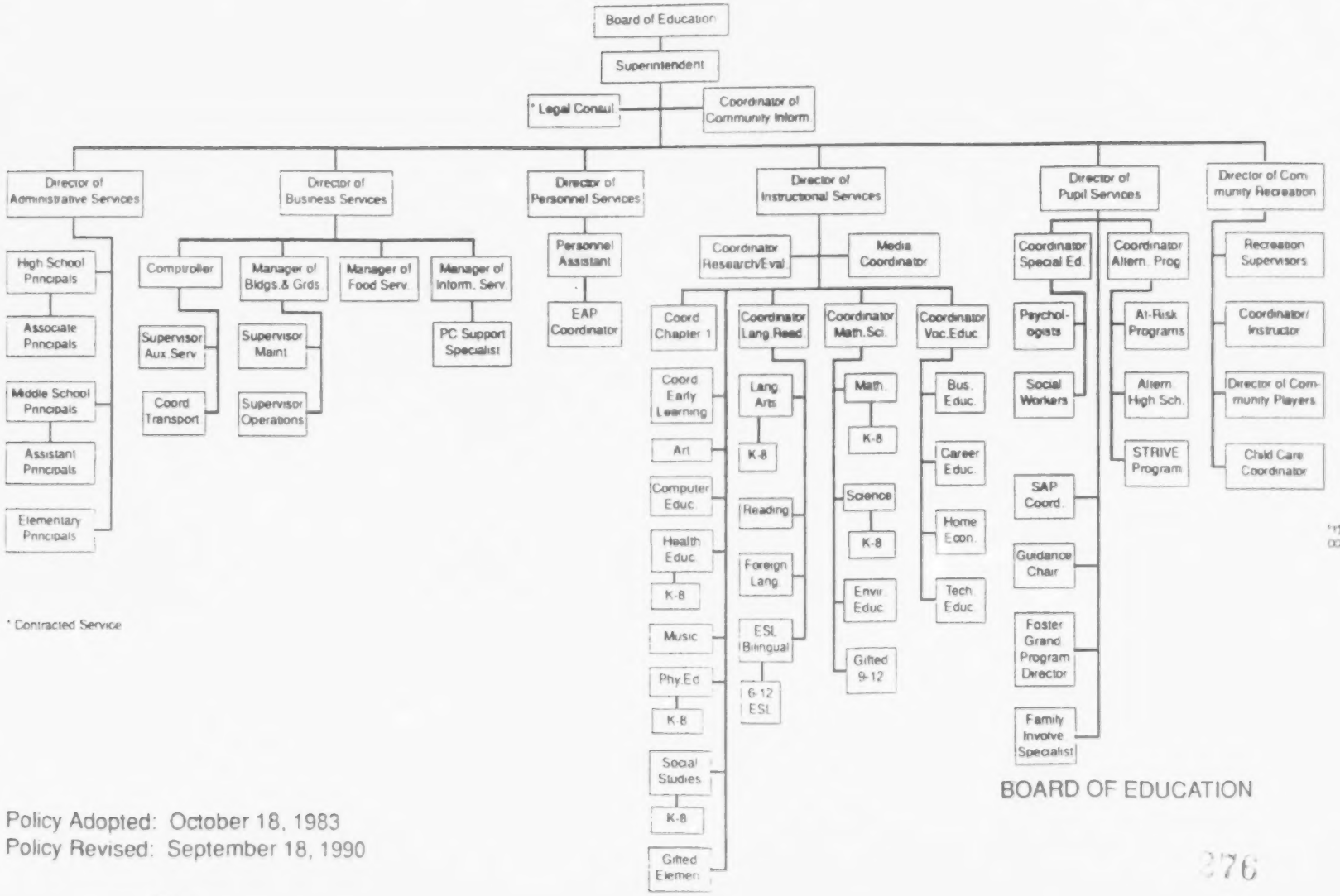


TABLE OF ORGANIZATION

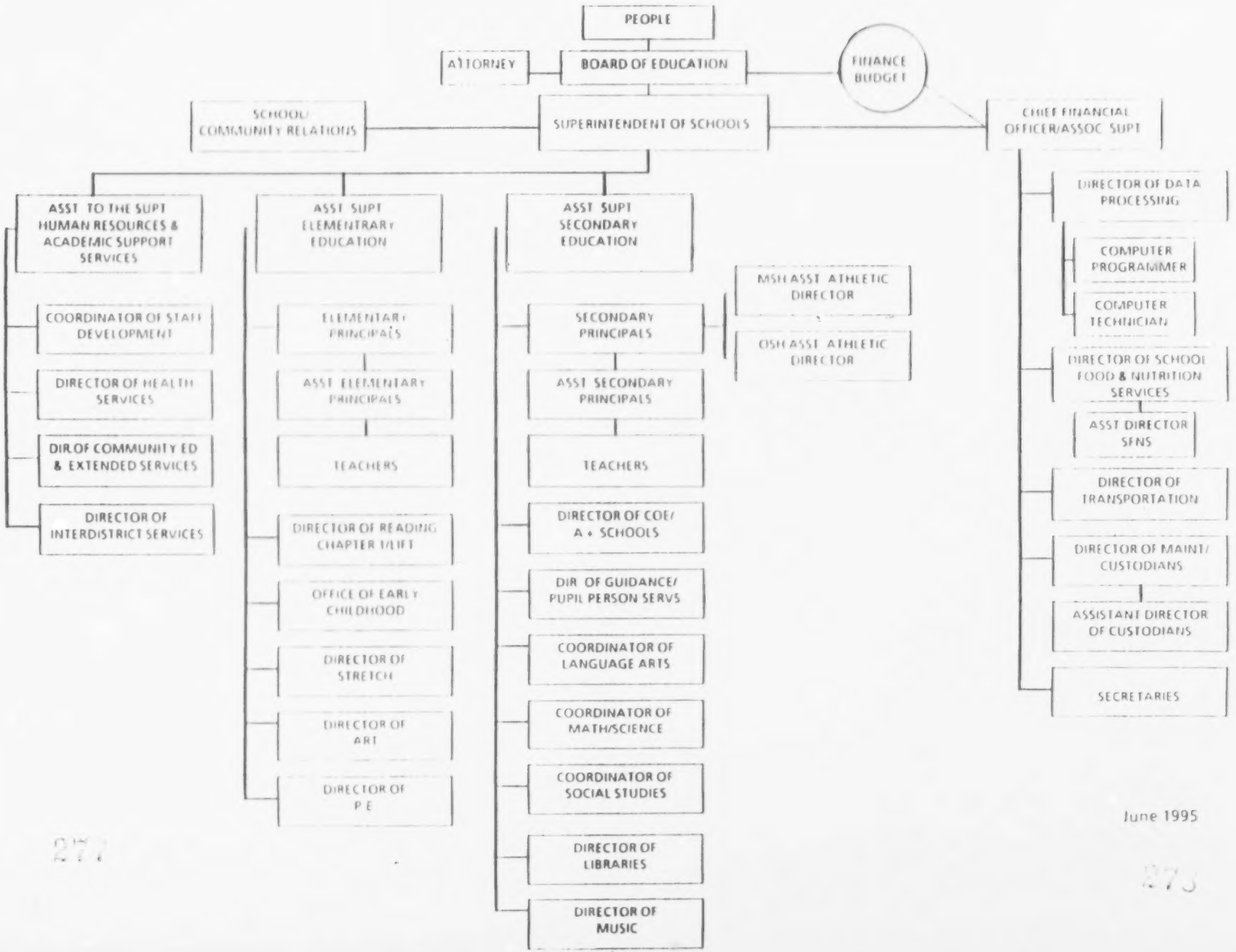


* Contracted Service

BOARD OF EDUCATION

Policy Adopted: October 18, 1983
Policy Revised: September 18, 1990

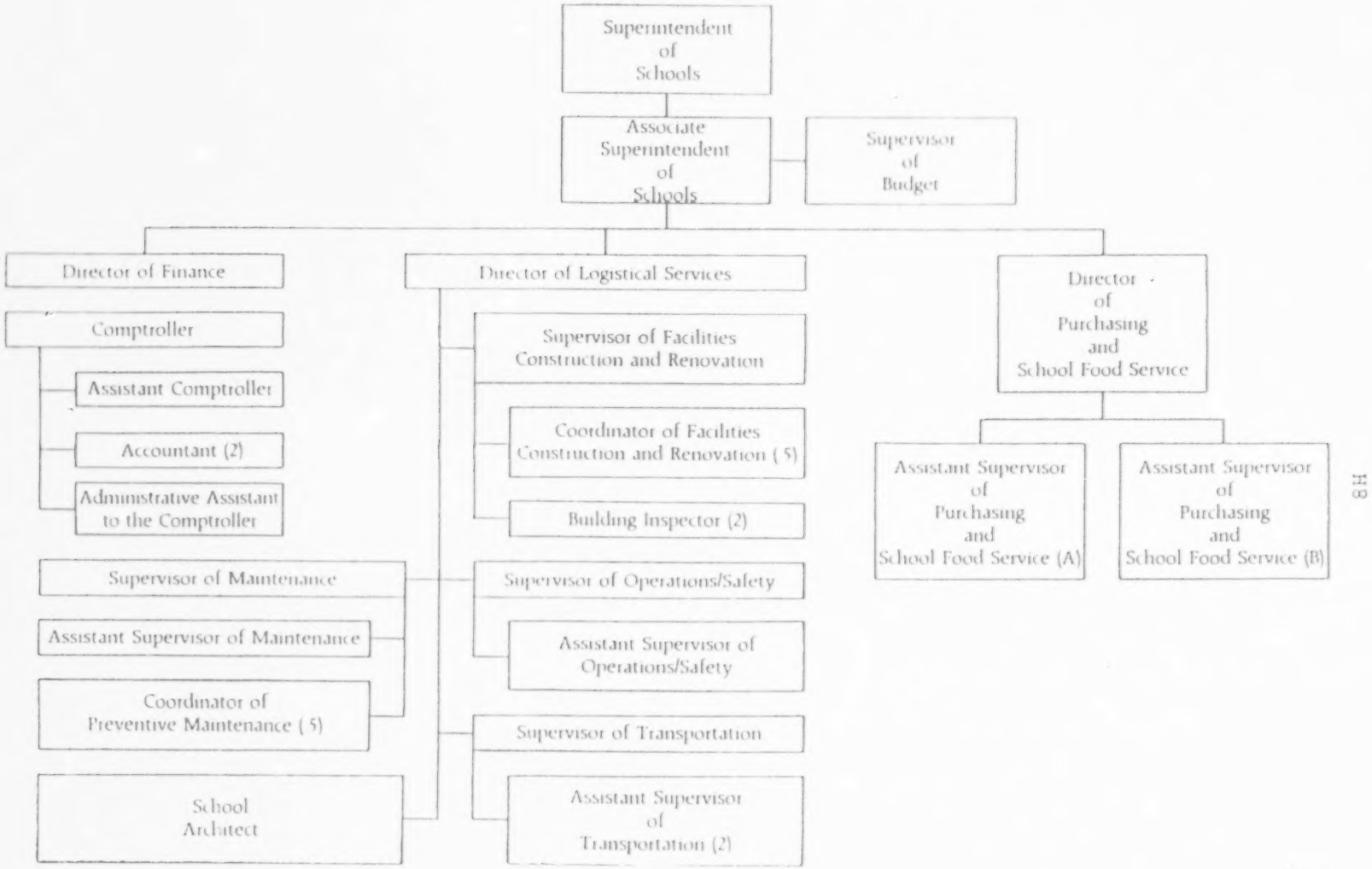
ADMINISTRATIVE ORGANIZATIONAL CHART



June 1995

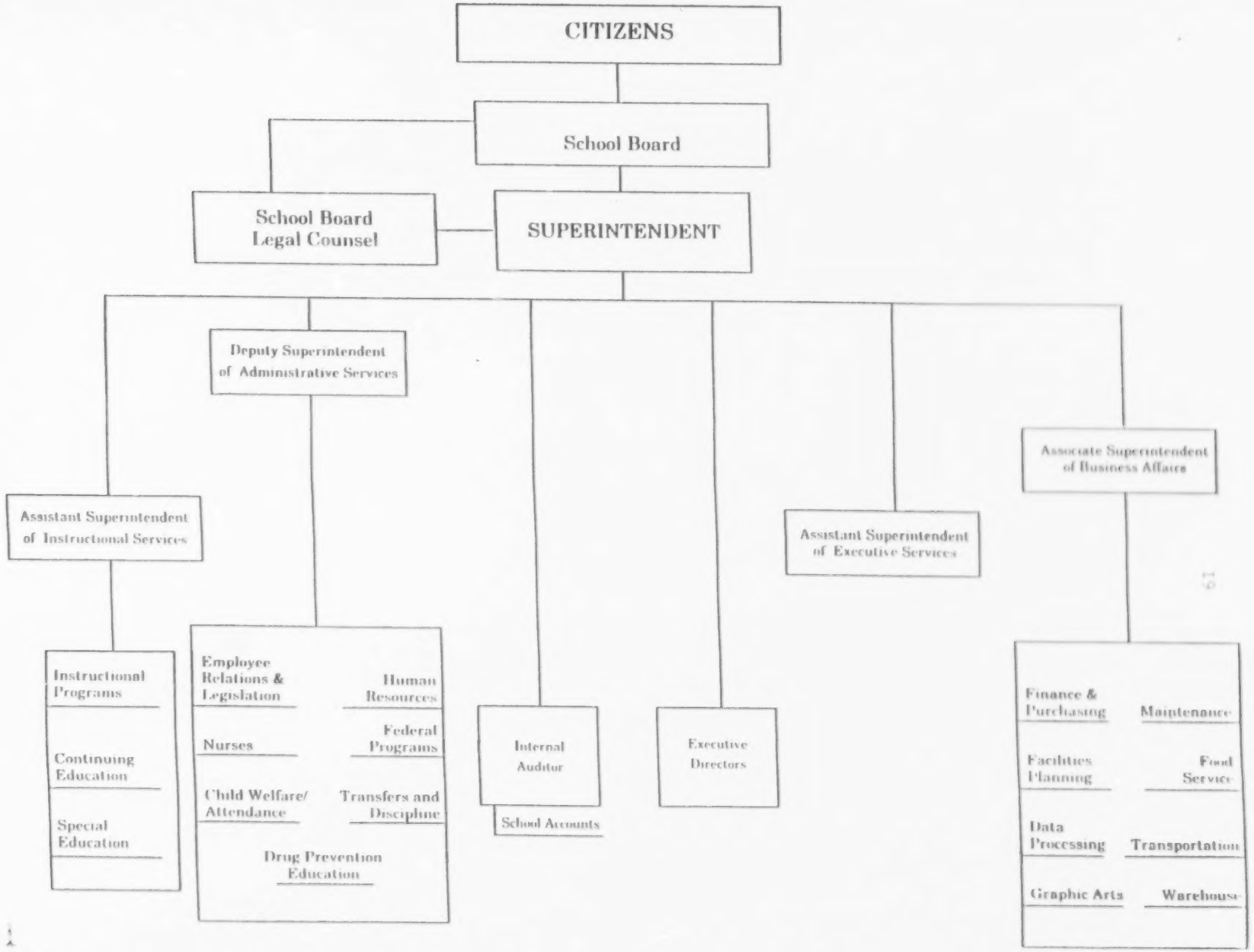
PLAN OF ORGANIZATION

DIVISION OF ADMINISTRATIVE SERVICES


Superintendent of Schools
Associate Superintendent of Schools
Supervisor of Budget
Director of Finance
Comptroller
Assistant Comptroller
Accountant (2)
Administrative Assistant to the Comptroller
Supervisor of Maintenance
Assistant Supervisor of Maintenance
Coordinator of Preventive Maintenance (5)
School Architect
Director of Logistical Services
Supervisor of Facilities Construction and Renovation
Coordinator of Facilities Construction and Renovation (5)
Building Inspector (2)
Supervisor of Operations/Safety
Assistant Supervisor of Operations/Safety
Supervisor of Transportation
Assistant Supervisor of Transportation (2)
Director of Purchasing and School Food Service
Assistant Supervisor of Purchasing and School Food Service (A)
Assistant Supervisor of Purchasing and School Food Service (B)

H8

School Board — Organizational Chart



The Association of School Business Officials International
11401 North Shore Drive, Reston, Va. 22090-4232

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